



Libertas Academy Charter School
Upper Academy
Grades 9-12

2025 - 2026 Family Handbook

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Mission Statement

Through rigorous academics, character development, and strong supports for every learner, Libertas Academy Charter School prepares all sixth through twelfth grade students to succeed within the college of their choice and to be positive, engaged members of their communities.

LACS Portrait of a Graduate

Our "Portrait of a Graduate" is our collective vision that articulates the shared aspirations that our school, our families, and our community-at-large have for our scholars. We believe that by intentionally fostering these skills and habits, our scholars will be prepared for success in their future endeavors.



CURIOSITY

To be truly curious is to be compelled by the joy of learning. We see our classroom experiences as a launching point of our learning, not the end point. This causes us to push the boundaries of our learning environments so we can pursue unexplored knowledge. We find immense satisfaction in the discovery of new ideas and understandings, and we love to share them with the world.



ADVOCACY

Being an advocate is raising one's voice to create change. When we advocate, we harness the power of our voice to affect change both in our own lives and in our community. Our advocacy is how we exercise and demand our power. We cultivate the creativity necessary to envision a better future, and the courage to take action to make that vision a reality.



COLLABORATION

Collaboration is essential to our success because we believe what we create together will always be more powerful than what we can do alone. Because we see the immense value of team, we actively embrace challenges, encourage open-mindedness, and develop shared leadership. Our ability to collaborate effectively ensures that our work will be exemplary because it encompasses diversity of thought and perspectives.



COMMUNICATION

If our voice is the source of our power, then our ability to communicate is how we wield our power. When we acknowledge the ways in which our differences make us stronger, we consequently engage in discussions with honesty, respect, and open-mindedness. We believe the purpose of communication is to convey our ideas in a way that inspires others to listen. To be successful, we must be transparent with our audience regarding our intent, purpose, and desired end goal.



ADAPTABILITY

When we take risks in our learning experience, we will inevitably encounter unfamiliar scenarios that stretch us to our limit. In these situations, we find ways to be adaptable because we know these are chances for us to grow the most. We are aware of the spaces we are comfortable in, and then we seek out opportunities to flex our muscles where we are not comfortable. We embrace feedback that helps us see other ways of thinking different than our own because we know that is how we make progress.



CRITICAL THINKING

To think critically is to intentionally consider arguments, evidence, and context in order to evaluate ideas and solve problems. Critical thinking is essential in our modern society, where information is just a click away, because it allows us to engage thoughtfully with what we are presented and make sound judgments. When we think critically, we avoid taking information at face value. Instead, we carefully and thoroughly examine diverse ideas to develop our own perspective.

Non-Discrimination Policy

Libertas Academy Charter School does not discriminate in admission to, access to, treatment in, or employment of its services, programs and activities on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title B of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Libertas Academy on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, homelessness or prior academic achievement, as required by M.G.L. c.71, §89(1); 603 CMR 1.06(1). Finally, no person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by Libertas Academy on account of race, color, sex, gender identity, religion, national origin or sexual orientation as required by M.G.L. c. 76, § 5.

2025 - 26 Academic Calendar

LIBERTAS ACADEMY CHARTER SCHOOL

2025-2026 Academic Calendar

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
0 Instructional/0 PD Days							10 Instructional Days; 10 PD Days							21 Instructional Days; 0 PD Days						
October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
20 Instructional Days; 1 PD Days							16 Instructional Days; 0 PD Days							15 Instructional Days; 1 PD Days						
January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
18 Instructional Days; 1 PD Day							15 Instructional Days; 0 PD Days							22 Instructional Days; 0 PD Days						
April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													
16 Instructional Days; 0 PD Days							20 Instructional Days; 0 PD Days							12 Instructional Days; 0 PD Days						
July 2026							1pm Dismissal							LACS in session // SPS is out						
S	M	T	W	T	F	S	No School for Students							MCAS State Testing (3:30 Dismissal)						
			1	2	3	4	Interim Assessments (1pm Dismissal)							Quarter end date						
5	6	7	8	9	10	11	PD Day (No school for students)							Buffer Days (Snow Days)						
12	13	14	15	16	17	18	Achievement Days							Leader Training Days						
19	20	21	22	23	24	25	Summer Vacation Days							New Teacher Training						
26	27	28	29	30	31									Summer Academy						
							Total School Days: 185													

*Information regarding school closings, calendar changes, etc. will be communicated via robo text, email and social media on an as-needed basis. LACS follows SPS weather/emergency related delays and closures.

Family Handbook Directory

School Leaders

Ben Cruse.....bcruse@libertasacademy.org
Principal

Dan Adler.....dadler@libertasacademy.org
Vice Principal

Alexandra Steinhauer.....asteinhauer@libertasacademy.org
Dean of College Access and Success

Michael Vincent.....mvincent@libertasacademy.org
Dean of Culture

Isabel Giovacchini.....igiovacchini@libertasacademy.org
Director of School Operations

Erika Johnson.....ejohnson@libertasacademy.org
Academic Dean

Marie DiPintomdipinto@libertasacademy.org
Director of Special Education

Brittany Andersonbanderson@libertasacademy.org
Dean of Student Supports

Marc Tancredimtancredi@libertasacademy.org
Director of Enrichment

Grade Level Chairs

Level Riggins.....lriggins@libertasacademy.org
Grade 9 Level Chair

Ryan Stewart.....rstewart@libertasacademy.org
Grade 10 Level Chair

Bena Aniagyei.....eaniagyei@libertasacademy.org
Grade 12 Level Chair

Parent/Guardian Communication Guide

For matters involving instruction, discipline, or extra-curricular activities, please reference this guide. These professionals work very closely with their students and can often provide the information you are looking for. Staff members will return phone or email communications within 48 hours.

Questions about...	Contact
Main Office Support	(413) 342 - 5510 academics@libertasacademy.org
Recruitment	Ariana Nunez anunez@libertasacademy.org
Enrollment Attendance/Transportation	Ariana Nunez anunez@libertasacademy.org
Nutrition, Transportation, Uniforms, Events, Extracurriculars	Isabel Giovacchini igiovacchini@libertasacademy.org
Technology	Elizabeth Espiritusanto-Moctezuma eespiritusanto@libertasacademy.org
Culture, Discipline/ Behavior/ Uniform, Attendance	Michael Vincent mvincent@libertasacademy.org
Advisory, CST, Supports	Brittany Anderson banderson@libertasacademy.org
Academics, Humanities Department	Erika Johnson ejohnson@libertasacademy.org
Academics, Science and Math Department	Dan Adler dadler@libertasacademy.org
Special Education Supports	Marie DiPinto mdipinto@libertasacademy.org
ESL Services	Brenda Venoutsos bvenoutsos@libertasacademy.org
College	Alexandra Steinhauer asteinhauer@libertasacademy.org
Athletics	Phil Smith psmith@libertasacademy.org

NOTE: Your student will be assigned an advisor on the first day of school. Advisors will contact you at the start of week 2 and will be the ongoing person you should reach out to with any questions/ concerns if you are unsure.

Key Online Resources

Stay in touch with us and stay updated by browsing or following us on:

	School Website	Uniforms	Instagram	Facebook
Website / Handle	https://libertasacademy.org/	Blake's School Uniform Company www.blakeschooluniform.com	@libertas_academy_	Libertas Academy Charter School
Resources / Information	<ul style="list-style-type: none"> School Calendar LACS policies Academic Schedules Grade Specific Information Staff Contact Information 	1.) On the website, select 'Click on here to find your School" 2.) Enter LACS zip code (01103) 3.) Select Libertas Academy then click on submit school selection 4.) Click on the Libertas Academy hyperlink 5.) Select LACS middle school Boys or girls hyperlink for uniform selections	<ul style="list-style-type: none"> Upcoming Events General Announcements Celebrations 	<ul style="list-style-type: none"> Upcoming Events General Announcements Celebrations Live Streams + Forums

Parent/Guardian PowerSchool Access

It is important to our Libertas community that our parents/guardians have real time access to their scholar's progress at Libertas. See below for further information.

1. **Get the PowerSchool mobile app.** Search for "PowerSchool" in the iOS App Store or the Android Play Store.



2. You can use any email address to sign up on the mobile app. **You will need the school-provided Student Access Code in order to create your account.** This will be provided within the first month of school. After you download the app, sign in the same way that you sign in to the web portal.
3. You must have at least one Student Access Code to create a PowerSchool account, but can add other students to your account as needed. Click on the "Add student" icon in the top right corner to enter another student's access code.
4. Some features of the mobile app depend on how your student's school has set things up, but features can include:
 - a. Academic Data: Assessment scores, missing assignments, course grades, GPA

If you have trouble accessing your PowerSchool account after receiving your student access code(s), please contact Mrs. Espiritusanto-Moctezuma at eespiritusanto@libertasacademy.org or contact your student's advisor.

Attendance System

Overview

School attendance is linked to higher graduation rates and lower dropout rates. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session.

Attendance shall be taken daily in every class of each school and parents/guardians shall be notified regularly of their child's absence from school. Parents/guardians must provide the school with accurate contact information and, within 3 days, must inform the school regarding the date and reason for a child's absence.

A student who is absent for any reason will be required to make up missed classwork and may receive a lower grade. If you need assistance with your child's attendance, please call the main office at Libertas Academy Charter School at (413) 342-5510.

Massachusetts State Laws: Attendance and Child Truancy

According to Massachusetts state law, **scholars must not have more than eighteen (18) absences during the school year.** This means scholars are present for 90% of school days. If a scholar has more than eighteen (18) absences during the school year, the school has the right to retain the scholar and report the scholar to the state for truancy. If a scholar's attendance falls below 90% at any point in the year, they will be subject to participation in academic interventions (see below).

All student absences, including illness, suspension, appointments, vacations, etc. count as absences. Exceptions are made for court-mandated appearances with proper documentation and religious observances. Additionally, students are afforded rights under Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), and the Individuals with Disabilities Education Act ("IDEA") should their absences be related to a disabling condition. Other rare exceptions may apply.

In order to help ensure that students do not exceed fifteen (15) absences, Libertas Academy has certain support policies in place. They are detailed below:

- At five (5) student absences, Libertas Academy will contact the family in writing.
- At seven (7) student absences (or five (5) absences within the first academic quarter), Libertas Academy will require a meeting with the student's family, during which an Attendance Contract will be established aimed at ensuring attendance patterns improve.

- The school reserves the right to retain students who exceed ten absences.
- In cases of **truancy**, Libertas Academy may report the student and/or family to certain state agencies or file an official complaint with the court.
 - According to M.G.L. c. 119, § 21, truancy is defined as a child aged 6-18 who is, in part, habitually truant; meaning the child is 'willfully' failing to attend school for more than eight (8) school days in a quarter without a lawful and reasonable excuse from attendance.

According to M.G.L. c. 76 and c. 72, § 8, all students under 16 are expected to be in school. All students under the age of 16 will be expected to comply with these laws and the school will follow procedures set out in M.G.L. c. 76, § 18 if the student does not comply with the law. In cases of truancy, the Head of School (or her/his designee) will investigate the situation. Libertas Academy Charter School operates in compliance with Department of Transitional Assistance requests and requirements, which can include mandated reporting of truancy to appropriate state agencies.

Libertas Academy keeps accurate records of attendance and will make the records available for inspection by the Department of Elementary and Secondary Education as needed. All questions regarding student attendance and attendance records should be directed to the school's Office Manager.

Tardiness & Absences

Excused Absences

Excused absences are only an absence from school or class for the following reason:

1. Student illness;
2. Medical/dental appointment for the student (Parents/guardians are encouraged to schedule medical/dental appointments outside of school hours. When scheduled during school hours, the student's excused absence is only limited to the amount of time for the appointment. The student is expected to attend school and class before and/or after the appointment);
3. Death in the immediate family;
4. Observance of a religious holiday;
5. Legal matters requiring a student's personal appearance.

An absence is unexcused if it does not meet one of the above five reasons for an excused absence and if the Parent/Guardian's note does not provide adequate written documentation explaining the reason for the absence. Should a school official become aware that written documentation for any absence(s) has been fabricated, the absence(s) will not qualify as "excused" and additional consequences may be assigned.

IMPORTANT NOTE: Excused absences still count as absences. The difference between an excused absence and an unexcused absence is that scholars may not be required to make up minor assignments if they have an excused absence. Scholars are required to make up all assignments they miss if their absence is unexcused.

Unexcused Absences

A student's absence is unexcused if he/she is absent for any reason not listed above. Vacations and non-emergency travel are not approved absences. A student who is absent will be required to make up missed classwork or their grade may be affected.

Tardiness

Students are expected to arrive at school before 7:45 AM. If a student arrives at or after 7:45 AM, they will be marked tardy. Students can also be marked tardy for arriving to a class after the bell rings. Students who are tardy twice in one day, meaning they are tardy either to school or to an individual class, will earn detention.

Chronic Illness

We are aware that some students suffer from chronic illnesses. If the appropriate medical documentation for the absences is provided to the school, the absences will be excused. The student will still be required to complete essential coursework. As stated in the "Excused Absences" section, all excused absences will still count as absences.

Chronic Absenteeism Policy

Any student with an attendance percentage below 90% is subject to retention and/or credit retention. To avoid this a student can attend summer academy to make up attendance credits and be promoted to the next grade. Parents and students will be periodically notified of their attendance percentage and promotion in doubt status throughout the year.

Arrival and Dismissal Policy

Arrival

Doors open for Upper Academy students at 7:27 AM. Doors remain open for arrival from 7:27 - 7:45 AM. Upper Academy students enter through the main entrance.

Families/Guardians may drop off scholars by pulling through our drop off lanes through the Liberty St entrance.

Families/Guardians may not drop off scholars in the following locations:

- **Bus Lane.** <area reserved for bus pickup>
- **Liberty St** <area reserved for traffic flow>

Tardiness to School

Arrival is from 7:27 - 7:40 AM. At 7:45 AM, doors close and scholars are officially marked tardy to school. Students who arrive after 7:45 AM must enter through the entrance and

visit the main office for a pass to class. Reasons for unexcused tardies include: oversleeping, missing the bus, traffic, and non-emergency family needs.

Early Release / Early Dismissal

It is the expectation that students who are to be excused before the end of the school day must bring in a note, signed by a parent or guardian, and turn it into the main office at the beginning of the school day. Students must be picked up in the main office by a parent/guardian who will officially sign the student out of the building. In addition, parents cannot show up to pick up their students between the hours of 2:30 PM - 3:15 PM for an unexcused early dismissal.

Please reach out to us via email at academics@libertasacademy.org or phone at (413)342-5510 if you have any questions and/or feedback about your child's experience here at Libertas.

Dismissal

Upper Academy students will dismiss through the main entrance beginning approximately at 3:22pm.

Families/Guardians may pick up scholars off the island in our parking lot by pulling through the drop off lanes through the Liberty St entrance.

Families/Guardians may not pick up scholars in the following locations:

- **Bus Lane.** <area reserved for bus pickup>
- **Liberty St** <area reserved for traffic flow>

Academic Policies

Course Grades and GPA's

Scholars must earn at least a 60%, or D, to pass an LACS course; earning a grade lower than a 60% will not help scholars build a compelling college application. A final score of <60% is considered a failing grade and will not count for credit towards graduation requirements. Grades will receive a weight-based GPA on the following grading scale:

Grading & GPA Scale													
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Numeric Grade	100-97	96-93	92-90	87-89	86-83	82-80	79-77	76-73	72-70	69-67	67-64	63-60	64-50
Standard Scale	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00
AP Scale	5.33	5.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	0.00

All scholars enrolled in an Advanced Placement course will receive a 1 pt. bump that is calculated directly into the scholar's GPA. Each full year course will have 9 grading tasks: one Progress Report and Quarter Grade for each term, and a final grade. Only the final grade is posted to the transcript.

Graduation Requirements

In order to graduate from LACS a scholar must complete 26 total course credits over their four years. They will take a total of 4 credits in literature, math, social studies, and science; 3 credits in seminar; and 7 credits in elective courses. Students will have the choice of most elective courses but they must take at least one art credit, one PE credit, 2 foreign language credits, and half a credit of health. Scholars will have a choice of levels in their core courses including Advanced Placement or Honors.

Subject	Credits Needed
Literature	4
Social Studies	4 (one must be a civics/government credit)
Seminar	3
Mathematics	4
Science	4
Foreign Language	2
Physical Education	1
Art	1
Health	0.5
College and Career	1.5
Additional	1
Total	26

Grade Updates in PowerSchool

Parents can expect teachers to update their students' grades every Tuesday by 7:30 AM. Teachers will grade work in a timely fashion to ensure scholar grades are as up to date as possible. Parents can see their scholar's grades in real time by logging into PowerSchool

Grading Policies

Work Refusal

If a student refuses to do work during class (and earns a detention per our conduct policy) they will also earn a 10 for that assignment. Teachers and staff will make numerous attempts to address the behavior before the detention and low grade is earned. By actively refusing to complete this assignment a student is choosing to not follow staff directions and engage in the learning of the classroom. This grade can be changed if the student engages in a 1 on 1 meeting with the teacher to discuss the event.

If the work is made up at this meeting a student may earn partial credit on the assignment as determined below:

- Classwork grade - 65% of full credit
- Assessment grade- 55% of full credit

Course Credit

In order to earn credit for the courses listed above a student must earn a minimum grade of 60%. All course grades will receive a weight-based GPA following the standard grading scale with appropriate bumps given for Advanced Placement courses.

Any student who ends the year with a final grade below a 60 will have failed the course for the year and will not earn the credit. In order to earn back that credit they will need to attend Summer Academy or retake the course in a future year. If a student earns between 60-69, they will technically have passed the course and earned the credit. However, they are encouraged to attend Summer Academy to remove the D grade from their transcript. By attending Summer Academy a student can earn a maximum grade of a 70 in that course on their transcript.

Course Changes

We allow scholars to make several choices when it comes to their courses, and therefore we do allow course changes during the year in certain circumstances. In addition, we know scholars will have the opportunity to add or drop courses in college, and our course change policy gives them an opportunity to learn how to navigate a system like that.

Scholars may change their course selections under the following circumstances:

- Scholars will only be permitted to change courses after the 3-week period if there are extenuating circumstances (such as switching AP/honors or a medical issue).
 - If scholars switch courses AFTER the three-week window, they will not earn any credit for the course they took up to the switch and will earn a full credit for the course they switched into.

Credit Transfers

When a scholar transfers to our school, it is imperative that their current grades and credit history is transferred accurately. This allowed for an accurate tracking of their academic history. The policies below serve to codify our credit transfer process to ensure the validity of our scholars' academic records.

When a 10th grader transfers in at the beginning of the year...

- The scholar will be required to provide a transcript of their 9th grade courses and final grades. The transcript must also include their attendance record.
- The Director of School Operations (DSO) will determine what credits the scholar earned in 9th grade and what credits at LACS those courses equate to.
- The DSO will submit the "credits earned" list to the principal for approval
- Once approved, the designated member of the Operations Team will enter the courses, credits, and final grades into PowerSchool.

When a scholar transfers in the middle of the year...

- Scholars quarter grades will transfer and be entered into SchoolRunner.
- If there are letter grades but not numeric grades, the median grade number will be assigned.
 - For example, an 85 will be assigned for a B because it is the median of the B-range.
- If we are less than 3 weeks into the quarter, the scholar's current quarter grade will not transfer over. This will allow them to have a fresh start in the quarter.
- If there are less than 3 weeks left in the quarter, the scholar's current quarter grade will stand as their final grade for the quarter. This ensures the accuracy of their grade.

When a scholar took a course at their previous school that is not offered at our school...

- The DSO will identify the discipline that the course is most related to
 - Disciplines = History, Literature, Seminar, Math, Science
- The DSO will code the course as "Discipline Elective"
 - For example, if a scholar took Computer Science, which is not offered at LACS, the course would be coded "Science Elective"

State Assessments

In addition to satisfying all LACS graduation requirements, students are also required to pass the state of Massachusetts graduation requirements. To demonstrate competencies in specific areas students will take the Massachusetts Comprehensive Assessment System (MCAS) in Science, Mathematics, and English Language Arts. Students MUST participate in all subject areas in order to receive their diploma. Science exams will usually be taken in 9th grade with biology with options for other exams if

needed. Mathematics and ELA are both taken in the 10th grade. All MCAS results will be mailed to your address from the state.

Report Cards

Report cards and progress reports are prepared for all students and distributed to parents at regular times during the academic year. Parents are invited to discuss report cards with teachers at parent/teacher conferences; if a parent has a question of immediate concern, they can make an appointment to meet with the teacher or counselor at the school. Report cards and progress reports for quarters 1-3 will be handed to students while end of year report cards will be mailed to families.

2025-2026 Report Card and Term Schedule

Quarter 1

August 18, 2025	First Day of Quarter 1
September 24, 2025	Quarter 1 Progress Report Night
October 24, 2025	Gradebook Closes
October 31, 2025	Quarter 1 Report Cards Handed Out

Quarter 2

October 27, 2025	First Day of Quarter 2
December 3, 2025	Quarter 2 Progress Report Night
January 30, 2026	Gradebook Closes
February 6, 2026	Quarter 2 Report Cards Handed Out

Quarter 3

February 2, 2026	First Day of Quarter 3
April 10, 2026	Gradebook Closes
April 17, 2026	Quarter 3 Report Cards Handed Out

Quarter 4

April 13, 2026	First Day of Quarter 4
June 12, 2026	Gradebook Closes
June 19, 2026	25-26 Report Card Mailed Home

Promotion in Doubt

Qualifications

"Promotion in Doubt" refers to the scholars who are in danger of not advancing to the next grade due to failing grades. The promotion in doubt process begins at the time of Quarter 1 Progress Reports and ends once grades have been submitted. The following is a brief outline of promotion in doubt parameters:

- A scholar is considered to be "promotion in doubt" (PID) if they are projected to

fail 2 or more classes either at the progress report checkpoint or the quarter checkpoint. Projected to fail means that if their quarter grades are averaged together, it is projected to be below 60%.

- **A scholar will not be promoted to the next grade if they fail 3 or more classes.** The rationale for this policy is that a scholar who fails three classes will not have enough time to make up those credits in order to graduate on time with their class. The result of this would be having a critical mass of 12th grade scholars who will have to repeat their senior year because they do not have enough credits to graduate on time. In addition, it is unlikely that the scholar developed the skills necessary to be successful in future classes if they failed 2 or more classes the previous year, so the likelihood of them failing more classes if they are pushed forward increases.
- Scholars who fail 1 or 2 classes will have the opportunity to earn a passing grade, and therefore earn the credit for that course, by re-taking the course in Summer Academy and/or the following academic year in lieu of an elective or study hall.

Code of Conduct

Overview

Libertas Academy Charter School has created a Code of Conduct in order to:

- Maintain a respectful space for learning;
- Allow scholars to focus on their learning;
- Prepare scholars to become positive and engaged citizens who follow rules set by our communities.

We believe that our scholars thrive within structure, and that a values-based school community encourages scholars to be positive, engaged members of their community. Our school is built on a culture based upon our Portrait of a Graduate values – Curiosity, Advocacy, Collaboration, Communication, Adaptability, Critical Thinking - and our Code of Conduct creates the safety that allows scholars to develop those habits.

In addition, we expect scholars to act with respect in all school spaces. This means that scholars will act with (1) respect for self, (2) respect for others, (3) respect for the community, and (4) respect for the school as an institution.

- **Respect for self** is defined as engaging in behaviors that allow yourself to unlock their full potential. Any behavior that limits your ability to grow into a productive, confident, and self-assured person is disrespectful to the self.
- **Respect for others** is defined as treating others the way you wish to be treated. We expect scholars to show respect for others by demonstrating that they value the thoughts and feelings of their peers, teachers, and staff members.
- **Respect for the community** is defined as showing that you value the Libertas community as a whole. This means we expect scholars to not engage in AND interrupt any behaviors that are damaging to our community as a whole.
- **Respect for the school** as an institution is defined as adhering to the established school rules and procedures.

Definition of Disciplinary Offense

We define a disciplinary offense as a violation of our Code of Conduct that occurs while the scholar is: at school and/or on school grounds; participating in a school-sponsored activity; walking to or from school or a school-sponsored event; walking to or from, waiting for, or riding on school-provided transportation; or walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored activity. Consequences for disciplinary offenses are subject to the discretion of the Principal and the Dean of Students and may include school service, loss of school privileges, detention, in-class support, in-school support, out-of-school suspension or expulsion.

Behavioral Expectations

All scholars are expected to adhere to the behavioral expectations below.*

1. Scholars must be present for a minimum of 90% of school days. If a scholar is absent for more than 10% of school days at any point in the year, they will be required to attend summer school or possible retention.

2. Scholars must arrive at school by 7:35 AM. Any scholar that arrives after 7:35 AM will earn their first tardy of the day. Two tardies in one day will result in a detention.
3. Once scholars have arrived at school, they may not leave the school property. This includes scholars dropped off prior to doors opening.
4. Scholars must attend and be on time to all classes. If they are late to a class, they will be marked tardy. Two tardies in one day will result in a detention.
5. Scholars must be in full compliance with the uniform policy by 7:40 AM.
6. Scholars must follow the directions of staff members at all times. This includes directions in classrooms and all common spaces, such as voice volume and asking to leave their seat.
7. Scholars must complete all classwork and homework assignments and be productive while in classes.
8. Scholars may only consume food during advisory, lunch, and transitions. Food is not allowed during class time.
9. Scholars may not order food to be delivered to the school. This includes asking a family to order food for them. No food delivered by a delivery service will be accepted.
10. Scholars may have a beverage during class time, but the beverage must be resealable. Canned drinks, drinks with straws, or other unsealable beverages are not allowed.
11. Scholars are not allowed to use their cell phone during school hours, including detention and certain afterschool activities. (7:30 - 4:30).
12. Scholars may not use other electronic devices for messaging, such as (but not limited to) smart watches, airpods, or chromebooks.
13. Scholars must respect their peers by refraining from any type of physicality, including but not limited to horseplay, slapboxing, intimate hugging, inappropriate touching, etc.
14. Scholars must not consume, have in their possession, or be under the influence of drugs, tobacco, or alcohol during the school day or any school-sponsored event.
15. Scholars must not have any paraphernalia related to drugs, tobacco, and alcohol in their possession. This includes, but is not limited to, vapes, vape chargers, rolling papers, lighters, or other materials.
16. Scholars must not bring any item that can be used as a weapon to school grounds or a school-sponsored event.
17. Scholars must report to detention the day after a detention is assigned. Rescheduling detention is not allowed. If a scholar does not serve detention, they will receive in-school support in the Dean's Office and be required to serve the existing detention the following school day.
18. Scholars may not talk or use electronics during an emergency situation, including fire evacuation, fire drills, lockdowns, or other emergency situations, unless given express permission by a staff member.
19. Scholars must remain in authorized locations only throughout the school day and during school-sponsored events. Scholars may not go to unauthorized locations or leave the school building without direct permission from a school leader.
20. Scholars must have a pass to a specific place with an accurate time and signature from a staff member anytime they are not in class, with the exception of lunch.
21. Scholars must ask permission to use the restroom, and are not allowed to use the restroom during the first five minutes of class, the last five minutes of class, or transitions.
22. Scholars must not damage or disfigure school property. Any property that a

scholar damages or disfigures will result in a “debt to school” that the scholar must pay off prior to the end of the academic year.

23. Scholars must adhere to the basic principles of the code of conduct, which are (1) respect for self, (2) respect for others, (3) respect for the community, and (4) respect for the school as an institution.

NOTE: This is not an exhaustive list of the school rules. Scholars are expected to follow any and all directions given by a staff member, regardless of whether or not the expectation is listed above.

Disciplinary Consequences

Detention

Scholars will earn a detention for any behavior that is (1) unsafe, (2) disrespectful, (3) defiant, or (4) in violation of a behavioral expectation listed in the previous section. These behaviors are defined below.

- Unsafe behavior is defined as behavior that threatens the safety of the individual scholar, other scholars, or the community as a whole. Examples include: horseplay, using profanity, running in the hallways, etc.
- Disrespectful behavior is defined as behavior that shows a lack of regard for the feelings or thoughts of the self, others, the community, or the school as an institution. Examples include, but are not limited to, arguing with a staff member, mean-spirited behavior, intentionally littering, or using profanity directed at a person.
- Defiant behavior is defined as behavior that willfully defies the stated expectations in a way that demonstrates intent. Examples include: refusing to do classwork, refusing to follow directions, ignoring directions, etc.
- Behaviors that are in violation of the behavioral expectations can be found in the previous section.

Detention is held after school from 3 - 4PM. Families will be notified if a scholar has detention through a robocall and robotext sent by 6PM. Scholars are expected to serve detention the day after the detention is assigned. No transportation is provided and scholars are expected to arrange their own transportation.

Out-of-School Suspension

In adherence with Massachusetts General Law 603, out-of-school suspension is defined as the removal of a scholar from the school premises and regular classroom activities for no more than ten consecutive school days. For behaviors that pose an immediate threat to the safety of the community, demonstrate egregious disregard for established school rules and/or policies, or violate Massachusetts law, scholars may earn an out-of-school suspension. Libertas Academy Charter School reserves the right to exercise their discretion in determining if a behavior qualifies for out-of-school suspension, including whether the behavior will result in a short-term suspension or a long-term suspension (more than ten school days). The parent/guardian has the right to appeal that decision by contacting the Principal.

If a scholar does not change their behavior following an out-of-school suspension or

in-school support, the scholar may be placed on a behavior contract. Violation of the contract may result in expulsion.

Expulsion

In adherence with Massachusetts General Law 603, Libertas Academy Charter School may pursue expulsion for any behaviors that are in violation of Massachusetts or United States law. These behaviors include:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault on a member of the staff
- A felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such a felony, if a principal determines that the scholar's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

If expulsion is pursued, a hearing will be held. The parent/guardian has the right to be present at the hearing and advocate on their scholar's behalf. After the hearing, the parent/guardian has the right to appeal the decision by submitting a written request to the Executive Director, Modesto Montero.

Bullying Policy

The Libertas Academy Charter School will endeavor to maintain a learning environment free of bullying. Bullying directly challenges our commitment to create a safe and welcoming environment where students can learn and meet their potential.

Definitions

"Bullying" means the severe or repeated use by one or more perpetrators of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that has the effect of:

- a. Causing physical or emotional harm or damage to the victim's property;
- b. Placing the victim in reasonable fear of harm or of damage to their property;
- c. Creating a hostile environment at school for the victim;
- d. Infringing on the rights of the victim at school;
- e. Materially and substantially disrupting the orderly operation of a school.

Bullying may be established based on a single incident, due to its severity, despite the fact that the conduct is not repetitive. **"Severe"** means the incident was significantly offensive based objectively from the perspective of a **"reasonable person"**.

"Cyber-bullying" means bullying through the use of any electronic communication.

"Hostile environment" means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

“Perpetrator” means a student or staff member who engages in bullying or retaliation.

“School grounds” means property on which a school building or facility is located or property that is owned, leased, or used by the Libertas Academy Charter School for any school sponsored activities, functions, programs, instruction, or training.

“Victim” means the student who has been bullied or retaliated against.

Expectations

Bullying is prohibited by the Libertas Academy. In addition, retaliation against a person for reporting bullying or who has cooperated in an investigation under this policy is prohibited and will not be tolerated by the Libertas Academy Charter School .

Reporting

School staff must report any instance of bullying they have become aware of to the school principal. Failure to report may subject the staff member to disciplinary action.

Any student who believes that they have been subjected to bullying, or who has witnessed or learned about the bullying or retaliation of a student, has the right to file a complaint with the Libertas Academy. This may be done in writing or orally by informing the school principal as soon as possible. If the individual does not wish to discuss the issue with the principal, the individual should inform the Dean of Students.

Investigation

Upon receipt of such a report there shall be a prompt investigation by the Dean of Students. The nature and duration of the investigation will depend on the circumstances of the complaint, including the type, severity and frequency of the alleged bullying and whether the perpetrator is a student or an adult. If the alleged perpetrator is a district employee or any other adult, the principal will request assistance from the Managing Director of Human Resources.

The investigation will generally include interviews with those involved in or identified as having knowledge of the allegations. The investigation may also include a review of any documents or other items that may be relevant to the allegations of bullying/retaliation.

Resolution

If the Dean of Students determines that bullying or retaliation has occurred, they will, along with the School Principal as necessary:

1. Take appropriate disciplinary action consistent with the Code of Conduct;
2. Notify the parents or guardians of the perpetrator and the perpetrator; and
3. Notify the victim and the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; and

4. If suitable, provide information concerning counseling or referral to appropriate services for those involved in the act of bullying and/or retaliation.

A student who knowingly makes a false accusation of bullying shall be subject to disciplinary action consistent with the Code of Conduct.

Cell Phone Use Policy

Overview

Libertas Academy Charter School does not allow the use of personal cell phones or other types of electronic/smart devices during the academic school day. Students may carry these devices on them; however, they must be completely turned off (not simply on silent or vibrate mode) during the academic day. The **“academic school day”** is defined as the start of the school day until the last bell has rung.

The purpose of this policy is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by this policy. Use of electronic/smart devices to take pictures is not permitted without the expressed consent of the administration and the expressed consent of the individual whose photo, picture, or electronic image is taken.

Consequences

If school personnel hear or see any cell phones or other electronic/smart devices as defined above being used by a student, the following disciplinary actions will be taken:

1. **First Offense:** Students will be asked to turn off their phones and put it away. Teacher/Staff will assign a detention.
2. **Second Offense:**
 - a. Detention Assigned;
 - b. Referral to the Dean’s Office;
 - c. Administration will schedule a conference with the parent/guardian and inform family/student about third offense consequences.
3. **Third Offense:**
 - a. One-day in-school support in the Dean’s Office;
 - b. Confiscation of the device to be returned to Parent/Guardian.
4. **Repeated Violation:** Students may be subject to additional disciplinary action, consistent with the Code of Conduct.

Internet Acceptable Use Policy

Acceptable Use

Libertas Academy offers Internet access to all students and staff. We provide access to the Internet to support the educational mission of the school.

Libertas Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the Libertas Academy Internet assume full responsibility for any liabilities or damages arising from the way they choose to use their access to the Internet. Libertas Academy has installed special filtering

software in an effort to block access to material that is not appropriate for students.

Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the Libertas Academy's Internet Service.

- Sharing or using personal information about self or others;
- Accessing or sharing materials that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- Using or attempting to use the Internet for any illegal activities;
- Using the Internet to receive or send information relating to dangerous instruments such as explosive devices, firearms or weapons;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for scholarship or research;
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited;
- Using the Internet service for commercial purposes;
- Downloading/installing software or similar material onto network drives; and
- Overriding the Internet filtering software.

Smoking Policy and Banned Campus Substances

Students may not smoke or use tobacco products at school, on a school bus, at any school-related activity on school grounds during normal school hours, or at off-site activities sponsored by the Libertas Academy Charter School. Any student who violates this policy will receive appropriate disciplinary action. The school system offers smoking cessation clinics for students and staff.

The school defines "banned campus substances" as any controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse) defined under M.G.L. C. 94, §1.

Academic Integrity

At Libertas Academy Charter School, we hold our scholars and teachers to the highest level of academic integrity. In order for teachers to fulfill their ethical responsibility of grading work and showing scholar progress toward mastery of content, ALL work from ALL assignments (including online) needs to be original work. Scholars have a responsibility to be sure that all work submitted is their own. When scholars are assigned to work together, they may collaborate on thoughts and ideas but the synthesis of their learning is theirs and must be unique to each individual.

Definitions

"Cheating" is any activity in which a scholar deliberately misrepresents their actual academic achievement.

“Plagiarism” is a form of academic dishonesty where a scholar intentionally takes and/or uses as their own work another’s published or unpublished thoughts, ideas, or writings. Verbatim repetition or paraphrasing, without acknowledgement, of another person’s writing, work, or research is also plagiarism.

“Misrepresentation” includes any fabrication or false presentation of data, quotations, sources, or other information.

“Aiding” or “Abetting” includes helping another scholar to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.

“Asking”, “Persuading”, or “Coercing” another scholar to engage in any of the behaviors listed above is a violation of this policy.

Consequences

Students involved in any of the aforementioned acts of academic dishonesty will be subject to the following disciplinary action:

1. Scholars will receive a zero for any work in which cheating has occurred;
2. Parents/guardians and DCD will be notified of the incident;
3. The scholar may jeopardize his/her eligibility for awards and recognition offered by Libertas Academy Charter School;
4. A scholar may face disciplinary consequences of the school.

Artificial Intelligence (AI)

While Artificial Intelligence can be a powerful tool to aid learning, given Libertas Academy’s mission - to prepare all students to succeed in the college of their choice and become positive, engaged members of their communities - it is critical that students do their own thinking, in service of their long-term intellectual and ethical development.

Students must use Artificial Intelligence ethically, ensuring that all work submitted accurately represents their own knowledge and efforts. Plagiarism, including the use of AI-generated content without proper attribution, is strictly prohibited. Should students plagiarize with AI tools, they will be subject to consequences; refer to the section above. Students are responsible for producing original work that reflects their own creativity and critical thinking, even when assisted by AI tools, and any contributions made by AI tools must be clearly indicated and transparently disclosed.

Moreover, students should recognize the limitations of AI tools, and critically evaluate their utility and accuracy. Teachers will provide guidance on the appropriate use of AI tools, set usage guidelines, and assess the authenticity of student work.¹

¹ This policy is adapted from Fox Valley Lutheran High School in Wisconsin, see [here](#).

Student Dress Code

Overview

At Libertas Academy Charter School, we believe that maintaining a respectful and appropriate atmosphere is essential for creating a conducive learning environment. The dress code policy aims to ensure that students are dressed in a manner that promotes professionalism, safety, and respect for oneself and others.

Specifically, our dress code serves to:

- Foster a sense of school identity and community;
- Prepare students for the expectations related to professional attire that future institutions, organizations, and employers will have;
- Ensure that our students focus on learning instead of clothing;
- Increase school security by making the presence of visitors visible;
- Reduce the cost of clothing for families.

General Guidelines

The guidelines below reflect the vision and spirit of the dress code at LACS:

- **Appropriate Attire:** Scholars are expected to dress in a manner that is respectful, safe, and suitable for the educational environment.
- **Non-Discrimination:** The dress code policy will be enforced without bias or discrimination based on gender, race, ethnicity, religion, sexual orientation, or any other protected characteristic.
- **Scholar Safety:** Attire should not pose a safety hazard or create a disruption to the learning environment. This includes avoiding clothing that obstructs vision, poses a tripping hazard, or displays offensive or inappropriate imagery.

Enforcement of Dress Code Policy

It is the goal of the school to have a dress code that makes meeting school attire policy as simple as possible for students and families. We hold true to the integrity of this policy and all those set by our school and, as such, will not make exceptions for one or multiple students. Parents of students who are not in dress code will be asked to bring proper attire to school. Dressing inappropriately may result in disciplinary consequences.

Dress Code Policy: Monday - Thursday

Scholars are expected to wear the following items during school hours on Monday - Thursday.

Attire	<ul style="list-style-type: none">- Black or gray polo shirt, with or without LACS embroidered logo*<ul style="list-style-type: none">- If the polo is not embroidered with the LACS logo, it must not have another logo, design, or marking. It must be plain.
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	<ul style="list-style-type: none"> - LACS T-shirt or sweatshirt or sweater - Black or gray sweatshirt or sweater with no logo, design, or marking - Outdoor jackets must be taken off when you enter the school building - Black or gray pants or jeans - Black or gray shorts or skirt (athletic shorts not allowed) - Athletic attire of any kind (leggings, sweatpants, pajama pants) is not permitted <p><i>*Shirts with the LACS logo can be purchased @ Blake's Uniform Co.</i></p> <p><u>Wednesday is College Day, students are encouraged but not required to wear college gear (hoodies, tshirts, polos, etc)</u></p>
Accessories	<ul style="list-style-type: none"> - No hats or head coverings (does not include religious headwear) - No hoods on in the building - No sunglasses
Shoes	<ul style="list-style-type: none"> - Sneakers, dress shoes, boots, and crocs are allowed - All shoes must be closed-toe and have a back to secure the foot in the shoe - Slippers, sandals, and slides, not permitted

Dress Code Policy: Friday

"Dress Down" Fridays are an opportunity for students to express themselves and their individuality and learn the guidelines for "casual" dress in a professional setting.

Attire	<ul style="list-style-type: none"> - Shirts must completely cover the midsection (tucked in, overlapping with pants, etc.) so that the midsection is not revealed when student's arms are raised; - Shirts must completely cover the chest, sides, and back; - Shirt straps must be at least 1 inch thick; Undergarments or undershirts, such as tank tops, should not be visible or worn as the outermost layer - Shorts, dresses, and skirts must reach 2 inches above the knee; - Clothing may not be see-through or translucent. Clothing must be opaque; - Pajama pants and textured leggings are not permitted; - Students are not permitted to wear garments with obscene, inappropriate, or offensive language or imagery, or drug, tobacco, or alcoholic beverage references;
Accessories	<ul style="list-style-type: none"> - Hats and head coverings are allowed - Students cannot wear hoods (unless head coverings are a part of religious attire); - No sunglasses
Shoes	<ul style="list-style-type: none"> - Sneakers, dress shoes, boots, and crocs are allowed - All shoes must be closed-toe and have a back to secure the foot in the shoe - Slippers, sandals, and slides are not permitted

Dress Code Exemptions

Exemptions to the uniform dress code shall be permitted when the dress code's requirements infringe upon a student's sincerely held religious belief. Exemptions from

the dress code for religious reasons must be approved by the principal.

Uniform Purchasing

All uniform items (i.e. clothing with the Libertas logo) can be purchased at Blake's School Uniform Company, our approved vendor. Please see the vendor information below:

Blake's School Uniform Company

www.blakesschooluniform.com

Springfield, MA

1205 Parker Street Springfield, MA 01129

(413)782-4123

All uniform items must be purchased **before** the first day of school. The expectation is that students are wearing a Libertas uniform on the first day.

Student Support Services

Special Education Services: Individualized Education Plan

The Libertas Academy Charter School provides special education services for all students with disabilities. Decisions regarding the appropriate service and placement for a student with disabilities are made by the IEP team in compliance with the requirement for the least restrictive environment. That is, to the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Removal of students with disabilities from the regular educational environment occurs only when the nature of the disability is such that education in regular classes with the use of supplementary services and accommodations cannot be achieved satisfactorily.

The services and placements available to students with an IEP range from ***indirect to direct*** and ***related services***.

Definitions

"Consultation" or **"indirect service"** includes the following:

- Provide the general educator with guidance from the special education teacher on student IEP goals and accommodations, appropriate strategies for instruction, behavior management, data collection, and observation and feedback in the general education setting.
- Facilitate service delivery through ongoing communication between general and special educators and related service providers.
- Provide assistance in completing a functional behavioral assessment (FBA) and developing a behavioral intervention plan (BIP) to address areas of concern.

“Direct service” refers to students who may need more support and services in order to access the general curriculum but are still able to learn in the general education setting. The **“direct service delivery model”** within the general education classroom can provide the following:

- Direct special education instruction within the least restrictive environment of the general education classroom through team teaching, co-teaching, and collaborative instructional models
- Direct support for individual students by the special education teacher or paraeducator by modifying achievement standards or providing modifications to the general education curriculum and assessments based on the IEP of each student
- Individualized or small group instruction to meet the academic and behavior needs of the student, either within the general education classroom or with pull-aside resource services for specific skill development.

Additional Student Support Services

Occupational Therapy Services

Occupational therapy services are provided at LACS to ensure that a student with an educational disability has access to and benefits from the special education program. Although some disabilities cause sensory processing and motor dysfunction, the student may receive occupational therapy in the schools only if the disability interferes with functioning in the school environment. **The impact of the student’s disability on participation in the educational program, not the medical diagnosis itself, is the primary criterion for eligibility for school therapy services.** Services include direct intervention to the student, environmental or equipment adaptations to ensure accessibility within the school environment, and consultation to staff members and parents. Services are directed toward the development and maintenance of the student’s physical potential for independence in educationally related activities.

Counseling Services

The Libertas Academy Charter School Counseling Department uses a holistic approach to provide comprehensive, data driven counseling services to all LACS students. Using this model we foster academic success, social/emotional growth and college and career readiness through individual counseling, group sessions and parent communication. The department supports students in developing 21st century skills while encouraging all students to make healthy choices, be responsible citizens, and lifelong learners.

In addition, the Counseling Department offers a full range of personal, small and large group, direct and indirect counseling services to all students in grades 6 through 12. Cooperating with faculty, staff, administrators and students' caretakers and stake-holders to provide a variety of programs specifically designed to meet the needs

of our students who are experiencing struggles both academically, socially, and emotionally.

Speech and Language Services

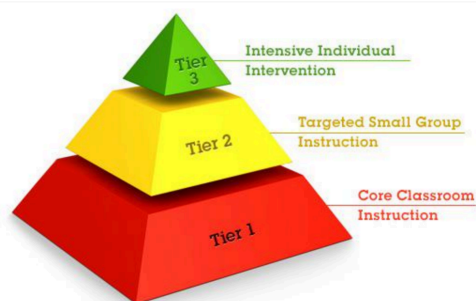
Libertas Academy provides speech services *solely* for the purpose of helping the students “access” the educational curriculum and function appropriately at school. These stipulations are in the federal law called The Individuals with Disabilities Education Act (IDEA). According to the law, in order to access speech services, the school is required to:

- Demonstrate that the child has a disability (in one of the disability categories defined by the state);
- Formally document how the disability is negatively impacting the child’s performance at school;
- Demonstrate that the child requires "specially designed instruction" to address these needs and help them access the school curriculum.

A student can, in fact, demonstrate deficits in communication (such as speech errors) but *not* be eligible for school-based speech services, because the impairment is not sufficiently impacting the child’s school performance (in other words, the adverse effect is either absent or not significant enough to warrant school services). This is not because the school SLP is trying to withhold services, but instead has to do with the strict eligibility criteria outlined by federal and state law. In fact, a student’s communication skills often need to be *significantly* delayed or disordered to qualify for school-based services.

Response to Intervention

LACS prides itself on supporting students who are not meeting grade level outcomes and is in need of additional support. We utilize a multi-tiered system of support (MTSS) which is a guiding framework for the use of evidence-based practices to support the whole child along a tiered continuum, and make decisions for targeted and intensive interventions based on data.



3 Tiers of Support

We aim to keep all students in their Least Restrictive Environment so once a referral is made, students will receive Tier 1 support within the General Education classroom setting. Instruction is provided utilizing multiple instructional strategies and a variety of equipment to assist with the acquisition of skills. Student’s progress is monitored and if no improvement is noted then Tier 2- targeted small group instruction is implemented and ultimately Intensive Individual Interventions.

Referrals

A parent or any person in a caregiving or professional position concerned that a student may have a disability or concerned about a student's development may refer a student for an **initial evaluation** for purposes of determining whether the student needs special education.

Upon receipt of a referral of a student for an initial evaluation to determine eligibility for special education, LACS will send notice to the parent and must seek the parent's consent to conduct an evaluation in compliance with 603 C.M.R. §28.04(1).

Where appropriate, LACS may also provide the parent and any other person making the referral with information concerning other supportive services that may better suit a particular student's needs. Libertas offers a **Child Study Team (CST)** that evaluates and develops plans for students in need of additional academic or social-emotional services. This Team consists of various staff members and educators, including: the school counselor, a child's classroom teacher, Dean of Student Support, Dean of Culture, Principal, and Special Education Teacher. In general, Child Study Team members;

- Observe students in the classroom and consult with a student's teachers;
- Determine eligibility of students for special services, special education programs, or tiered intervention;
- Recommend strategies, programs, special education, and related services to meet a student's educational needs;
- Communicate and work with parents and community agencies;
- Develop and monitor IEPs (Individualized Education Program) along with a case manager, and participate in IEP meetings and annual reviews;
- Participate in I&RS (Intervention and Referral Services) and 504 meetings.

504 Plans

The purpose of a **504 plan** is to protect the rights of students with documented disabilities to the greatest extent possible, by providing an opportunity through reasonable accommodations to fully participate with their peers.

These rights are covered under [Section 504 of the Rehabilitation Act](#) and is a civil Law.

Under a 504 plan meeting may be held under 'the following conditions:

1. Proposed by Libertas Academy: At an Eligibility for Special Education TEAM Meeting, the team states a student may be eligible for 504 services.
2. Requested by parent/guardian based on evidence of physical or mental impairment 'which substantially limits a major life activity; inclusive of walking, hearing, seeing, speaking, breathing, learning, reading, writing, performing math

calculations, working, caring for oneself, and performing manual tasks. In this regard, parents should write a letter requesting a 504 Plan. Letter should state the disability and the accommodations they would like to discuss.

3. Requested by an outside service provider.

College Access and Success

Overview

At Libertas Academy, the mission of the College Access and Success Team is to ensure every student not only accesses, but excels in, the college best aligned with their academic and professional aspirations. We believe true collegiate success depends on finding the right fit, mastering essential skills, and cultivating the mindset to persist and thrive.

Deliberate programming and enriching experiences create the conditions for students to build these skills, habits, and mindsets throughout their career at LACS.

Our personalized college advising ensures that every senior graduates with a strategic, ambitious, financially viable plan that reflects their unique goals and long-term career path.

Our commitment continues beyond high school: we offer proactive support to alumni as they navigate the evolving challenges and opportunities of higher education.

In partnership with students, families, and our broader school community, the Libertas Academy College Success Team serves as the catalyst for students' postsecondary journeys—unlocking their potential and preparing them to be positively engaged members of their communities.

Post Secondary Pathway Links

Below are some links to support your understanding of the college application process:

- [The Common Application](#) — The common application is an acceptable form for admission to the undergraduate programs of many colleges and universities. Students complete one application to send to any participating colleges.
- [College Board](#) — Register for the SAT, search for colleges and scholarships, and obtain information about the college search and application process.

- [CSS Profile Online](#) — The CSS Profile is the form many private colleges and universities require, in addition to the FAFSA, for those applying for financial aid.
- [FAFSA](#) — Free Application for Federal Student Aid: most colleges require this form before considering a student for financial aid.
- [FASTWEB](#) — A search engine that matches student interests with scholarships.
- [FINAID](#) — A guide to financial aid.
- [MEFA Pathways](#) – A tool that allows students to create a secure personal portfolio, search for college and career information, complete the college Common Application, and have a solid postsecondary plan upon graduating from high school.
- [National Association for College Admission Counseling](#) — Extensive list of online resources. This is a premier site for college resources.
- [NCAA](#) — Information about playing sports at the NCAA Division I, II, or III level.
- [The Princeton Review](#) — Search for test prep classes and search colleges based on name, region, state, size and cost.
- [Scholarships.com](#) — Free scholarship search and financial aid resource that matches colleges to personal information.
- [Scholarship Scam Page](#) — Federal Trade Commission info about scholarship swindles.

Main Office

Overview

At LACS, we strive to maintain a welcoming and organized environment where students, families, and staff can collaborate effectively. The main office serves as the heart of our school community, providing essential administrative support and communication.

Family Expectations

To ensure a smooth and efficient operation, we kindly ask all families to adhere to the following expectations when visiting or contacting our main office:

1. Respectful and Courteous Communication

- a. Please approach all interactions with our office staff in a respectful manner, treating them as you would like to be treated.
- b. Use appropriate language and tone, maintaining a positive and constructive attitude at all times.
- c. Understand that office staff members may be dealing with multiple tasks simultaneously, so patience and understanding are greatly appreciated.

2. Timeliness and Preparedness

- a. When visiting the main office in person, please arrive on time for appointments or scheduled meetings.
- b. Have any necessary documents, forms, or identification readily available to expedite the process and reduce wait times.

3. Clear and Concise Communication

- a. Clearly state the purpose of your visit or the reason for your call to ensure office staff can provide you with the most appropriate assistance.
- b. Provide accurate and up-to-date information to ensure efficient handling of your requests or inquiries.
- c. If leaving a voicemail or sending an email, please include your name, contact information, and a brief description of your request or concern.

4. Compliance with School Policies and Procedures

- a. Familiarize yourself with the school's main office procedures outlined below and adhere to them when interacting with the main office.

5. Confidentiality and Privacy

- a. Respect the privacy and confidentiality of others in the main office and refrain from discussing sensitive or personal matters in public areas.
- b. Understand that student records and sensitive information are handled in accordance with applicable privacy laws and regulations.

School Visitor Policy

Parents are welcome to visit Libertas Academy any time during the school year. All visitors are required to report to the Main Office upon entering the building. Upon reporting to the Main Office, each visitor will sign in and receive a visitor's pass. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

Student Communication

In case of an emergency at home, parents/guardians should contact the Main Office either by phone or in person. Under no circumstances should parents/guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

Request to Meet with Staff

Only parents with pre-scheduled meetings will be guaranteed a meeting with the specified staff member. If a parent/guardian comes to the Main Office requesting to meet with a staff member but does not have an appointment, they will be directed to complete a Request to Meet Form and will receive follow up within 24 business hours.

Student Transportation

School Bus Transportation

Our transportation policy is identical to that of the Springfield public school system. Eligibility for transportation is determined by the distance the child resides from their school and the grade in which they are enrolled. If a student resides over 2 miles from their home to school and are enrolled in grades 6-12, they will be entitled to no cost transportation. All school bus stops are established by the Transportation Office, and transportation is provided only to and from the student's legal residence. The SPS Transportation system uses FIRST Student as their bus company.

Because of insurance liability, no unauthorized personnel are permitted to ride the school buses. Students may be provided transportation for medical reasons; parents must submit a completed SPS State Application for Medical Transportation, signed by their doctor, to the Transportation Department each year if transportation is required. Students with disabilities may require special transportation as determined by the Director of Student Services due to the severity of their disability.

Notifying the School of Transportation Changes

Libertas families will receive transportation information prior to the beginning of the school year by mid-August. If there is a change in your child's address, please contact the school directly and we will work with the Transportation Office to update any pertinent bus information. If there is an issue with bus pick up/drop off, please contact FIRST Student Dispatch at (413)736-6781.

Walking/Biking to School

The expectation is that Upper Academy students are responsible for arriving to and dismissing from school on time each day. For students who walk home, the expectation is that they come prepared for all weather events (rain, snow, cold, etc.) and monitor the weather accordingly before they leave in the morning for school. Libertas will work with the SPS school district to the extent possible, to make any needed improvements to ensure safety and convenience for students to walk and bike to school.

After School and Saturday Transportation

As high school students, Libertas holds a high bar for student ownership of transportation outside of school hours. Libertas Academy will not provide after school or Saturday transportation for students participating in extracurricular activities or the Attendance Buyback Program (see the Athletics section for information regarding transportation to/from sports games). The expectation is that Upper Academy students are responsible for planning ahead to confirm transportation as needed.

Student Expectations on the Bus

All LACS scholars must conduct themselves in a behaved manner in accordance with the school behavioral expectations (page 21). Behaviors flagged on the bus can result in suspension from the bus as well as other consequences.

Nutrition Program

Nutrition and Wellness Program

Libertas Academy has partnered with SPS in order to participate in the Community Eligibility Provision (CEP) application, through the National School Lunch Program (NSLP). Breakfasts and lunches will be served free of charge to any Libertas student. The Libertas approved food vendor for the 25-26 school year is Sodexo.

Student Expectations in the Pride Cafe

All LACS scholars are expected to meet the student expectations in the Pride Cafe during breakfast and lunch:

- Voice Level 2;
- Seated at a seat and not walking around;
- Ask permission to move about the Pride Cafe;
- Not using profanity/or foul language;
- No cell phone use;
- Keeping a clean space/lunch table.

Nursing Services

Nursing Office

The primary goal of the Libertas Academy Nursing Office is to provide health care services for all Libertas community members in accordance with the Nursing Code of Ethics and the state of Massachusetts.

Communication to and from the Nursing Office

For questions regarding medication administration, medical records (including physicals/ immunizations), health screenings, doctor's orders, etc. please contact the School Nurse at tsweeney@libertasacademy.org or 413-342-5510 ext.134.

Medical Records

Massachusetts state law requires all students enrolling in a new school to have a physical examination before entering the school. Before a student can enroll in the school, the school must have on file the following forms:

- **Medical Requirements Checklist:** This form contains records showing that the student has:
 - A physical exam performed within the twelve months prior to the start of the school year;
 - Up to-date immunizations/vaccinations;
 - Permission to receive screenings for vision, hearing, and scoliosis.
- **Authorization to Dispense Medication Form:** If a student requires medication while in school, the school must have on file an Authorization to Dispense Medication form, filled out by the student's physician. No student is allowed to bring medication to the school without the nurse's full knowledge. Students who have provided the school with medication dispensation authorization forms should bring the medication (other than Tylenol and ibuprofen, which the school will stock in the health office) to the school on the first day, or contact the school to make other arrangements. *All medication must be presented in its original container from the pharmacy and must be brought in by a parent.*

Medication

Before students may carry or self-administer any medications during the school day, the student, parent/guardian, and the school nurse must enter an agreement specifying the conditions under which such medication may be administered, and the parent/guardian must provide written authorization for the student to administer the medication.

If medication for a chronic condition must be administered during school hours, the medication must be provided to the school nurse. If it is a prescription medication, it must be provided to the school in a pharmacy or manufacturer-labeled container provided by parents or guardians with the student's name on the label. The school will not accept any containers with labels that have any other name besides the student's name on it. Students who are taking prescription medication should request the

pharmacy to prepare separate prescriptions for home and school so that the medication is not forgotten in school and treatment is not disrupted. Medication should be provided in no more than a thirty-day supply.

The medication dispensation authorization form requirement applies to all medication, including any over-the-counter medication. If a student needs to take Tylenol or Ibuprofen during the school day, the student must have on file the authorization signed by his or her physician and a parent/guardian, giving the school permission to administer the medication during the school year. If a student needs to use his/her asthma inhaler during the school day, they should go to the health office to self-administer the inhaler.

Health and Illness

The school requests that a student does not come to school if they are ill. If school staff believes that a child needs to see a doctor, if their illness is contagious, increases the risk of illness to other children, or requires prolonged individual staff attention that interferes with the safety and regular functioning of the classroom, the school will contact the student's family and ask them to pick up and take their child home.

Examples of instances when the family will be contacted includes if a student:

- Has a moderate-to-high fever;
- Is experiencing vomiting or diarrhea; shows signs of contagious diseases;
- Has an illness that prevents the child from participating in activities.

Emergency Protocol

In an health emergency situation, our school will follow the below procedure:

1. Parent or guardian is contacted;
2. Local EMTs are called via 911, and the student will be taken to a local hospital emergency room for further assessment.. Because of the possibility of emergencies, all students must have current emergency forms on file.

Other Health Issues

1. Parents of students with special concerns or who are considered "at risk" -- those with diabetes, asthma, seizures, allergies, etc. -- should advise the school nurse of the condition, any medications taken by the student, any side effects of medication, and the manner in which acute episodes should be handled.
2. If the student's oral temperature is over 100.0 F, they must stay at home until his/her temperature has been normal (98.6 F) for at least twenty-four (24) hours without the aid of medicine. If students return to school with a fever or develop an oral temperature of 100.0 F during the school day, the school nurse will send these students home after evaluation.
3. If students develop a highly contagious disease such as chicken pox, strep throat, head lice, etc. please notify the Nursing Office at once. Any of these conditions will result in dismissal from school after evaluation by the school nurse. Any treatment approved by a healthcare professional must be administered for a minimum of twenty-four (24) hours before the student will be

permitted to return to school. The school nurse must evaluate students who have had any contagious condition before they will be permitted to go to class.

4. State law requires all students to have been vaccinated with up to date immunizations.

Health Exams and Screenings

The State of Massachusetts requires the following screenings for school age children:

- Vision Screening: Grade 9, 10, 11 or 12
- Hearing Screening: Grade 9, 10, 11 or 12
- Height, Weight and BMI screening: Grade 10
- Postural Screening: Grades 9
- SBIRT Screening: Grade 9, 10, 11 or 12

If the school nurse identified any findings for your student during the screening process, a letter will be sent home to inform you and ask that you seek further medical assessment or evaluation for the identified issue. Please let the school nurse know when you have followed up with the physician and if we can assist with any necessary accommodations if required.

All new students who transfer into Libertas Academy are required to have a physical exam within twelve months of entry with documentation to be given to the school nurse.

Although physical exams are not done on a school-wide basis, parents are urged to maintain their child's health by periodic examinations from their private physician.

COVID Policy

If a student tests positive for COVID outside of school, the Parent/Guardian must contact the main office at (413)342-5510 or the Nursing Office at (413)342-5510 ext. 134. If a student tests positive for COVID during school hours, the Parent/Guardian will be contacted by the Nursing Office. The scholar will wait in the school isolation area until a Parent/Guardian comes to pick them up. In both situations, the Parent/Guardian will receive follow up communication regarding next steps by the main office.

Student Chromebook Policy

Overview

At Libertas Academy, all Upper Academy students will receive a Chromebook and charger that will be their responsibility for the duration of the school year. Our rationale is as follows: teaching and learning in the early 21st Century requires students to read, write, collaborate, and research in all content areas. A Chromebook provides scholars with the capacity to learn by using the latest technologies. Access to this technology empowers students with content and skills to help prepare them for career and college.

Definitions

A “**Chromebook**” is basically a computer that runs on the Internet. There is no operating system, and all word processing is done through Chrome browser.. Because there is no operating system, a Chromebook needs a Wi-Fi connection to work.

Expectations

The Chromebook is intended for use at school each and every day. Therefore, students are expected to bring their Chromebook and charger to school every day. Students are responsible for bringing their Chromebooks to all classes. While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

Daily Loaner Program

If a student forgets their Chromebook at home, they must visit a member of the Operations Team. They will be required to leave something of value with the Operations Team (house keys, airpods, etc.) in place of the loaned Chromebook; their item will remain locked for as long as they have the loaner. The longest time a student may lend a Chromebook is 1 full school day; students will have the opportunity to return daily loaners before dismissal.

Chromebook Care

Students are responsible for the general care of the Chromebook that they have been issued. Chromebooks that are broken or fail to work properly must be immediately taken to the Operations Team and logged for repair.

General Care Precautions

- No food or drink should be placed next to the Chromebook;
- Cords and cables must be inserted carefully into the device;
- Heavy objects should not be placed on top of Chromebooks;

- Chromebooks should not be exposed to extreme temperatures or direct sunlight.

Charging a Chromebook

- Students should be careful when plugging in the power cord. In addition, students should be careful where they charge their device;
- Chromebooks must be brought to school each day in fully charged condition;
- Each Chromebook will include a USB-C adapter. This adapter should be used to charge the Chromebooks at home and in class;
- Outlets are available in all classrooms.

Screen Care

The most commonly damaged feature of a Chromebook is the screen. The Chromebook screen can be damaged if subjected to heavy objects, excessive pressure, rough treatment, certain cleaning solvents, and other liquids.

- Do not carry the Chromebook by its screen;
- Do not put pressure on the top of a Chromebook when it is closed;
- Make sure there is nothing on the keyboard before closing the lid;
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Storing Your Chromebook

- Students are responsible for securely storing their Chromebook at all times;
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school cafeteria, unlocked classrooms, library, hallways, bathrooms, or any other area that is not locked or supervised;
- Unsupervised Chromebooks will be confiscated by the Operations Team;
- **LACS is not responsible for safekeeping and protection of Chromebooks.**

Frequently Asked Questions

Can my scholar decorate their Chromebook?

No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its carrying case at any time.

What login will students use to get into the device operating system?

Students will each have an email address that is their primary login and username. Students can change their password, but they cannot change their username.

Can I log into my personal Google account on a Chromebook?

No. Students and staff cannot access a school-owned Chromebook with any other login other than their school-assigned email.

What if another student damages my student's device?

Incidents of damage will be investigated on a case-by-case basis. School administration will investigate cases of vandalism and intentional damage or irresponsible handling.

What happens if the device is damaged or lost?

If the Chromebook is **damaged**, it will be reviewed by the Operations Team, who will determine if the Chromebook can be fixed. **Families will be responsible to pay half of the cost of repair.**

If the Chromebook is **lost**, **families will be responsible to pay half of the cost of the replacement Chromebook.**

What are the replacement/repair costs of the Chromebook and accessories?

Below you will find a list of common repairs and their costs. Prices are subject to change.

Replacement Costs:

Charger - \$10

Payment for Lost Chromebook - \$115

Payment for second offense - \$75

Can the school track web history?

Yes. LACS can track information on what sites students were on, when they were on them, and how long they were on those sites.

Extracurricular Activities

Overview

As our high school grows, it is important that we prioritize our scholars' holistic high school experience so they can develop not only as students, but as whole people. Our scholars will thrive academically if they are able to pursue their passions, both in and out of the classrooms. We are passionate about our students participating in extracurriculars and encourage all students to participate in at least one club or athletic program per year for their resume.

Club Programming

We plan to offer certain foundational clubs with staff advisors. Additional clubs will be considered on a case by case basis. Clubs will meet a minimum of one time per week after school at the discretion of the advisor. Some clubs may meet more frequently. All clubs are expected to produce a showcase or event at the end of the season. Clubs we plan to offer include Key Club (community service), Debate Club, Dance Team, Drumline, Art Club, Student Government, Theater, and Robotics Club. Students will have the opportunity to join clubs at the beginning of each season.

Athletics Programming

During the 25-26 academic year, Libertas Academy will offer the following sports:

- *Fall Season:* Co-Ed Cross Country, Girls' Volleyball, Co-Ed Soccer, Football, Cheerleading
- *Winter Season:* Girls' Basketball, Boys' Basketball, Cheerleading
- *Spring Season:* Boys' Baseball, Boys' Volleyball, Co-Ed Track, Cheerleading

Libertas Academy is a member of the Massachusetts Interscholastic Athletic Association (MIAA). Each fall, our Athletic Director will host a parent athletics night with information regarding sports tryouts, physicals/immunization records, student contracts and academic qualifying information. The school will provide transportation to all away games and student jerseys for the duration of each season. Students must have the following in order to be eligible to participate in LACS athletics:

1. An up-to-date physical and up-to-date immunization records submitted to the Nurse's office.
2. A signed Athletic Participation Contract (includes transportation waiver for practices and games, as well as off-campus practice expectations).
3. Sports fee payment to participate in LACS athletics for the school year.

For questions/concerns regarding athletics, please contact our Athletic Director at psmith@libertasacademy.org.

Crisis Response

Crisis Intervention Team

In emergency situations, where a student's behavior presents a threat to the safety of themselves or others, every school is required to have a crisis intervention team, whose training is consistent with state physical restraint regulations.

School Safety Plan - Proactive Measures

Students, staff, and parents all have an important role in promoting school safety at Libertas. Although we cannot control every moment in the school day, we can all commit to (A) being as preventative as possible and (B) acting and using our best judgment if we see something.

To this end, all LACS visitors are required to enter through the main entrance so that the Office Manager can control the flow of traffic and screen every person who enters the building. In addition, we have external cameras placed at all school entrances and internal cameras spread throughout each floor of the school. Designated personnel have access to these camera records in the event of an emergency. Lastly, the school alarm system is set when the building is cleared of students and staff each evening and weekend.

School Safety Plan - Reactive Measures

Libertas Academy has developed responses and protocols for addressing school emergency situations. Fire and emergency drills are practiced in the school building on a regular basis in both the Lower and Upper Academy.

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom and proceed to the appropriate congregation areas in the Bridge Street parking lots. Students should report to an appropriate faculty member to ensure that their attendance is recorded on an emergency form. When an alarm sounds, students are to proceed along the designated exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given.

In addition, the school periodically conducts lock-down drills. Procedures to be followed during this drill are posted near the door of each classroom. The lock-down drill is in response to a dangerous situation in the building, i.e., hostile or suspicious intruder. Under lock-down conditions, a complete lockdown of the school occurs and the staff has been instructed on the action steps to increase the safety of students and staff. Should an actual emergency situation occur, the lock-down school will not be accessible to anyone other than police and emergency personnel.

Addressing Family Concerns

Libertas Academy's goal is for all students to become more mature young adults. Staff (and students) are required to use appropriate responses to both positive and negative behavior as a way of modeling interactions with peers. We will use positive and reactive behavioral supports to address issues before and after they occur.

Where to File a School-Based Complaint

Any student, parent, guardian or employee who believes that Libertas Upper Academy has discriminated against or harassed her/him/child because of race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Upper Academy Principal. If the Principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Senior Director of Human Resources.

Title IX Policy and Internal Grievance Procedure

Libertas Academy is committed to providing a safe school environment that promotes equity on the basis of sex and gender. Part of that commitment involves responding to allegations of sexual and interpersonal violence and harassment, prohibited under Title IX and other laws. No student, faculty member, or staff member, including leadership and the Board of Trustees, shall harass any other on the basis of sex or gender. All who experience a violation covered by this policy are strongly encouraged to report that incident or set of incidents and to participate in the investigation and process, so that Libertas Academy can properly and effectively respond.

Our full Title IX Policy is available here: <https://tinyurl.com/lacs-titleix-policy>

This information can also be found on our school website: <https://libertasacademy.org/>

Student Work Permits

If your scholar is interested in working part-time outside of school hours, they must pick up a work permit application in the main office. This application requires the signature of the student's future employer, parent/legal guardian, and physician. After this application has been completed, it must be submitted to the Director of Operations for review.

It is the responsibility of the scholar to reach out to the Director of Operations and set up a time to complete the official Work Permit documentation together. A copy of this paperwork will be kept by the school and another will be returned to the employer for their record

Statement of Understanding

Student Contract

I, (printed student name) _____, attest that I have received and read the 25-26 Libertas Upper Academy Family Handbook and that I understand and agree to abide by the policies and procedures set forth in this handbook. I understand that failure to abide by any terms set forth in this handbook could result in disciplinary action for myself.

Please mark with an "X" the following statements to indicate that you understand and agree to abide by them:

☐ I acknowledge all policies laid out in the Attendance System.

☐ I acknowledge all policies laid out in the Academic Policies.

☐ I acknowledge all policies laid out in the Code of Conduct.

☐ I acknowledge that, once I receive my school Chromebook and charger, it will be my responsibility and a privilege to maintain it throughout the school year. I understand the Student Chromebook Policy relating to the responsibility of any damages or losses related to this device.

☐ I acknowledge that I must bring physical/immunization records from 2025 to the main office by the end of the first week of school.

Student Signature

Date (MM/DD/YYYY)

Statement of Understanding

Parent/Guardian Contract

I, (printed parent/guardian name) _____, attest that I have received and read the 25-26 Libertas Upper Academy Family Handbook and that I understand and agree to abide by the policies and procedures set forth in this handbook. I understand that failure to abide by any terms set forth in this handbook could result in disciplinary action for my child, (printed student name)

_____.

Please mark with an "X" the following statements to indicate that you understand and agree to abide by them:

☐ I acknowledge all policies laid out in the Attendance System.

☐ I acknowledge all policies laid out in the Academic Policies.

☐ I acknowledge all policies laid out in the Code of Conduct.

☐ I acknowledge that, once they receive a school Chromebook and charger, it will be my scholar's responsibility and a privilege to maintain it throughout the school year. I understand the Student Chromebook Policy relating to the responsibility of any damages or losses related to this device.

☐ I acknowledge that I must bring up-to-date physical/immunization records (from 2025) for my child to the main office by the end of the first week of school.

☐ I acknowledge that my child will be required to conduct health screenings per the state of Massachusetts.

Parent/Guardian Signature

Date (MM/DD/YYYY)