



LIBERTY LEARNING CENTER Student Handbook 2023-2024

Location:

**District Office Campus
11051 NW State Road 20
Bristol, FL 32321
Ph.#: (850) 643-2275**

**Instructor:
Para:**

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Liberty Learning Center's Mission

To foster a nontraditional learning environment that meets educational, emotional, and social needs of each individual student.

Program Information

The Liberty Learning Center (LLC) is a program within the Liberty County School System in which students enrolled in Grades 5-12 who have not met the criteria to remain in the traditional school setting are placed. LLC placement is a program provided for students who demonstrate serious behavioral difficulties considered detrimental to the regular classroom setting or for students as an option to expulsion. At LLC, students will participate in a blended learning environment that addresses both the student's behavioral and academic needs. Students will participate in individualized instruction utilizing the internet as well as face-to-face instruction. The goal of the LLC program is to provide students an educational program that is centered on firm discipline and dropout prevention strategies. With the student's cooperation and parent support we can help facilitate the successful return to the regular classroom setting.

Parents' Responsibilities and Rights

1. Parents send their children to school in good health.
2. Parents are legally required to have their children attend school between the ages of seven and sixteen.
3. Parents report and explain all absences to the attendance clerk of the school.
4. According to Florida Statutes, parents are responsible for loss, destruction, or unnecessary damage to textbooks issued to their children.
5. According to Florida Law, parents are required to pay for school property damaged by their children.
6. Parents respond to notices for parent conferences.
7. Parents support school personnel in their efforts to discipline fairly.
8. Parents should bring to the attention of school authorities any condition which affects the welfare of their child or other children.
9. Parents check on their child's progress-don't always wait to be notified by teachers.
10. Parents send notes if they want their child to leave school early for doctor's appointments, funerals, etc.
11. Parents have the right to inspect and review all education records of their children.
12. Parents have the right to sign a release of their children's records to other agencies.

Student Rights and Responsibilities

The intent of the Student Rights and Responsibilities section is to summarize the broad principles of student rights. **With each right comes a responsibility** in a free and democratic society. It is important to note that the rights exist within the context of responsibility and not in its absence. These statements of rights and responsibilities are not intended to diminish the authority of administrators in maintaining the orderly educational process.

Rights	Responsibilities
Students have the right to a free public education that is not to be denied except by due process.	Students have the responsibility to attend school regularly and to use this educational opportunity to the fullest potential.
Students have the right to make up work missed because of excused absences.	Students have the responsibility to provide the school with an adequate explanation with proper documentation indicating the reason for each absence and to make arrangements with teachers for make-up work to be completed within the specified time.
Students have the right to learn in an atmosphere conducive to learning.	Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to learning.
Students have the right to a meaningful curriculum that will meet their immediate and future needs.	Students have the responsibility to utilize the educational experience made available to them.
Students have the right to have made available to them classroom, school, and district rules of conduct and to know the possible consequences of their misconduct.	Students have the responsibility to be aware of and abide by all applicable classroom, school, and district rules.
Students have the right to equal and consistent enforcement of all classroom, school, and district rules.	Students have the responsibility to adhere to all classroom, school, and district rules.
Students have the right to freely express their viewpoints in an appropriate manner.	Students have the responsibility to respect the free speech rights of others. Students have the responsibility to refrain from slander and abusive language. Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

Students have the right to print and distribute publications within guideline of Florida Statute and Board Policy(ies).	Students have the responsibility to refrain from publishing and distributing libelous or other unlawful materials, to seek full information on the topics about which they write, to observe the rules for responsible journalism, and to follow the guidelines of the school concerning publications.
Students have the right to a healthy and safe school environment in which to learn.	Students have the responsibility to show respect for fellow students and school personnel.
Students have the right to respect of their personal property.	Students have the responsibility to respect school property and that of other students. Students have the responsibility to pay the cost of any damage they inflict on school property.
Students have the right to assemble on school grounds and in school buildings in accordance with school rules and scheduled use of the facility.	Students have the responsibility to conduct themselves and their activities consistently with the educational objectives of the school.
Students have the right to privacy in their personal possessions unless the principal has reasonable cause to believe that the student is concealing materials, possession of which is prohibited by law.	Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
Students have the right to notification that student lockers and other student storage spaces provided by the school system and are the property of the Liberty County School Board are subject to search by school authorities at any time.	Students have the responsibility to adhere to policies governing the use of lockers and other storage spaces, which are the property of the school system.
Students have the right to an equal opportunity to participate in school activities for which they are qualified.	Students have the responsibility to organize activities within the school guidelines. Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

The Student Code of Conduct is available on Liberty County School District Website.

Academic Information

Student Progression Plan is available on Liberty County School District Website.

Grades-Reporting

Progress reports will be issued to all students enrolled in the Liberty Learning Center (LLC) every 4 ½ weeks (mid grading quarter) and Report cards will be issued to all students every quarter.

The progress report and report cards will indicate the progress made during the grading period for both academic and behavior goals.

Parents and students can monitor their academic progress by utilizing the FOCUS Parent Portal.

Parent Focus Link: <https://liberty.focusschoolsoftware.com/focus/index.php?skipSAML=true>

Student Focus Link: <http://liberty.focusschoolsoftware.com>

Grading Scale

Grading System-Grade Point Averages:

Present Grades		Grade Point Conversion
(A) 90-100	Outstanding	(A) = 4.0
(B) 80-89	Above average	(B) = 3.0
(C) 70-79	Average	(C) = 2.0
(D) 60-69	Below average	(D) = 1.0
(F) 0-59	Failing	(F) = 0
(I) 0	Incomplete	

Attendance/Withdrawal

New student placement is initiated by a request from school administration to the Assistant Superintendent. A meeting will be held to determine if placement will be granted. Before a student may be finally admitted, an official transcript of his/her work or other evidence of class or grade level must be presented, including transfer grades. **The parent/guardian must be present with the student for orientation** prior to his/her first day of attendance.

Before withdrawing from Liberty Learning Center, a withdrawal form, obtained from Student Services, must be signed by the student's teachers, the Administrator, and the parent/guardian. Once the withdrawal form has been properly signed, the student will be released. Any student transferring to another school will need to furnish that school with a signed withdrawal form so that the receiving school may request school records.

Daily attendance is expected and will be documented in the FOCUS system.

Intake and withdrawal meetings will be held between the sending and receiving schools before transfers can take place.

Required Seat Time for All Classes

Florida Statute 1003.436(1)(a) For the purposes of requirements for high school graduation, one full credit means a minimum of 135 hours of bona fide instruction in a designated course of study that contains student performance standards, except as otherwise provided through the Credit Acceleration Program (CAP) under s.1003.4295(3).

In accordance with this statute, 9th-12th grade students at Liberty County High School and Liberty Learning Center will implement the following policy:

A student that does not complete the required 67.5 seat time hours (75 class periods) per ½ credit attempted will receive an Incomplete until the hours are made up during summer school. Upon satisfying the seat time requirement, in addition to a passing grade, the student will then receive the ½ credit. This policy applies to all unexcused absences including pre-approved absences.

Daily Sign-In Procedures

Students will report directly to the Liberty Learning Center upon arrival at school. They will sign in and turn in any parent/guardian notes at the designated location in the classroom.

School Hours

7:30 AM - 3:00 PM

Students will arrive no earlier than 7:30 a.m.

Students who are riding the bus will leave at 2:30 p.m.

Students who are being picked up or have prior documented permission to walk home will be dismissed at 3:00 p.m.

Tardies

Students not riding a bus who arrive at school after **8:00 a.m.** will be considered tardy.

Students must come to the Main District Office (Superintendent's office) and let the secretary know they are late for school. The secretary will call the LLC classroom to inform them the student will be walking to the class. Students will sign in when they enter the class and not the time they arrived at the front office. This will be noted in the FOCUS program.

Students wanting to eat breakfast at school must be present by 8:00 a.m. Instruction time starts promptly at 8:30 a.m.

Procedures to Leave School Early

Students desiring to leave school early must check out through the Main District Office.

Parents/guardians should either be present or send a written notice. Written notes will be verified by LLC staff with a phone call to parents/guardians. IF THE NOTE IS NOT ABLE TO BE VERIFIED, THE STUDENT WILL NOT BE ALLOWED TO LEAVE EARLY UNLESS THE PARENT/GUARDIAN COMES TO PICK THEM UP. **Staff WILL NOT call at student's request to "get permission" to leave early. All arrangements MUST be made in advance.**

Absences

Parents/Guardians are required to provide **written notes or other documentation to the school within three (3) days of the student's return to school for the absence to be considered excused.** The determination of when an absence is excused or unexcused is the responsibility of the Administrator. Any absence which does not fall into one of the excused absences categories will be considered unexcused. Official documentation from a third party (i.e. doctor, etc.) is required for five (5) or more absences in a nine-week grading period. The Liberty County School Board has the affirmative obligation to increase student attendance through a monitoring process, to inform parents of student absences, and to adhere to the compulsory attendance review procedure.

Parents will be notified about their child's absences regardless of whether the absence is excused or unexcused. Parents/Guardians will be contacted by phone when a student is not present at the start of the school day. **If parents/guardians are not able to be contacted the School Resource Officer will make a home visit to determine why the student is absent from school. Failure to attend school regularly could result in extension of the required period of placement or expulsion.**

Excused Absences Are Absences Resulting from:

1. Illness or injury to the student. A certificate of illness from a licensed health care professional may be required in individual cases at the Administrator's discretion.
2. Documented appointment with health care professionals. **Prior notification to the school that the student has an appointment is requested.** Prior notification will result in the school not having to verify the student's absence for that day.
3. Death in the family.
4. Religious holidays or services which are mandated for all members of the faith, and which cannot be observed outside the regular school day.
5. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the administration.

Any absence which does not fall into one excused absence category will be considered unexcused. Repetitive unexcused absences will be dealt with within the District's attendance policy. See the *Code of Student Conduct Attendance Policy* for more information concerning a student's absence from school. **Note: multiple absences will result in an extension of placement in alternative program.**

Administration of Medication During School Hours

Administration of medication during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. All medication shall be delivered by the parent/guardian to the school in the original container with the following information on the label: student's name, name of medication, date of prescription and pharmacy, specific instructions on the administration of the medication, approximate duration of medication. Non-prescription medication shall be delivered in the original SEALED container with manufacturer's recommended dosage. Dosage in excess of manufacturer's recommendation must be accompanied by written physician documentation. Non-Prescription medication will not be administered without notification to the parent/guardian before administration.

Students with prescribed inhalers or Epi-pens who must carry these medications on their person will be allowed to do so with physician and parent/guardian written authorization. A permission form signed by the student's parent/guardian shall be required.

Verbal permission will not be accepted.

Only staff members that have been designated by the Administrator and have received proper training shall have access to and dispense medication. All medication shall be stored in a locked cabinet. Any medications not picked up by a parent/guardian by the end of the school year will be disposed of according to Liberty County School Board Policy.

Bus Information and Rules

Students must be on time at the school bus stops. They must stand off the roadway while waiting for the bus. While on the bus, students must keep hands and heads inside of the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the bus. Students may be suspended from the bus for repeated misbehavior. Bus videos may be reviewed at any time with potential consequences. **Staff will NOT call at student's request to change their regular assigned bus.** If a student needs to ride a different bus in the afternoon than he/she did in the morning (and it's not part of their regular routine), he/she **MUST** have **prior written permission** from a parent/guardian and administrative approval. **Telephone verification from parent/guardian will be required for the change to be approved.** **All bus rules outlined in the District Code of Conduct must be followed.**

Student Drop Off in A.M.

Students who are brought to school should be dropped off at the Liberty Learning Center building between 7:30 and 8:00 a.m. Students who arrive later than 8:00 a.m. must follow tardy procedures outlined above.

Liberty Learning Center students are not allowed to drive to the campus.

Nutritious Meals

Breakfast and lunch will be served in the classroom each day. The main entrée provided will be at no cost to the student. Students will eat “family style” in the classroom each day. Students who bring their lunch must leave it in the designated area until the assigned lunch time. **NO DELIVERIES for lunch will be allowed.** Eating with the group is a privilege and can be suspended for a specified amount of time if privilege is abused. If the privilege is suspended the student will sit in another area of the room to eat. See **Classroom Behavior Management** section for more information.

Any items brought for break and/or lunch must be placed in designated spot until time permitted on class schedule allows students to have them. **There will be NO food or drinks eaten inside the classroom except at the designated eating area at the scheduled meal/break times.**

Parent/Teacher Conferences

Parents who wish to have a conference with a teacher should call, or send a note, and arrange this through the teacher or classroom paraprofessional. Parent/Teacher conferences are usually held after student’s school hours. The teacher can be contacted via phone (643-2275) or by email at marion.presha@lcsb.org or stacey.beckwith@lcsb.org to set up meeting times.

Parent/Teacher Conferences will be scheduled by the teacher at the end of each quarter (or any time during the grading period if needed) to discuss student progress towards academic and behavioral goals. These conferences will be held over the phone or face to face depending on circumstances.

Student Records

The school maintains a cumulative folder on each student. Student records are confidential and are protected by law. Only qualified persons shall have access to records without the consent of parents. Parents, guardians or students 18 or older may examine records by making an appointment with the office.

Visitors

All visitors must report to the Liberty County District Main office (Superintendent’s office). The Liberty Learning Center has a “Closed Campus” policy, which requires that anyone visiting the school campus obtain permission from the office. Anyone not abiding by this policy is considered trespassing and authorities may be contacted. Any student enrolled in and attending any school in Liberty County is prohibited from entering the premises or grounds of another school center during normal school hours without specific authority of the Administrator of the school in which he/she is enrolled. Students who are **not** enrolled in Liberty Learning Center are not permitted to remain on campus. Students are not allowed to bring visitors or have visitors come to the school.

Guidance

Guidance counselors are not located at the Liberty Learning Center site but are accessible to students when needed. Guidance services provide the following services: high school educational planning, testing and evaluation, exceptional education coordination, credit checks for graduation, career guidance, personal counseling, college admission counseling, financial aid and scholarship information.

Support Services

There are many ways of assisting Liberty Learning Center students who need extra help to maximize learning and behavioral outcomes. Written permission from the parent/guardian for outside agency support services must be obtained before services can be provided. Services provided adhere to district procedures and policies.

Examples of Support Services:

- Counseling services
- Behavioral therapy services
- Speech, language, etc. services
- One on one student health aide (These services are dictated by student IEP only)
IEP & 504 plans will be followed and monitored per district, state, and federal guidelines.

Discipline

Students may be assigned to the Liberty Learning Center, a disciplinary program, as an alternative to suspension and/or expulsion (Grades 5-12) if they demonstrate problems with discipline which includes gross insubordination, disruptive, assaultive or violent behavior, substance abuse, weapons on campus, behaviors which persistently interfere with the learning of self or others, or other serious offenses in or out of school including those which result in involvement with the Juvenile Justice system. A student attending the Liberty Learning Center program (LLC) cannot be on the campus of or participate in any activities, extracurricular or otherwise, in any of the Liberty County schools for the duration of his/her placement in the LLC program. All LLC students are given a legal trespass warning letter as part of their enrollment packet that applies to all other school campuses during regular school hours. **Students may be allowed to attend paid school events not occurring during school hours unless that privilege has been revoked.** If a parent or guardian chooses to withdraw his/her student from the Liberty County School system, the time assigned for attending the LLC program will still have to be served before the student may return to any of the other Liberty County Schools. The assignment to the LLC program may be extended if the student has not complied with program policies or has failed his/her classes, as determined by the Child Study Team Committee. During each review by the committee, the nature of the offense, the student's ongoing behavior, attendance, achievement, and demonstrated attitude will be taken into consideration to determine if an early return to the home school can be considered. In the case of an early return (before the end of the original

assigned placement), the placement will be deemed in abeyance pending the student's ongoing continuation of good behavior, attendance, achievement, and demonstrated attitude at the home school. Should the student's behavior or other attributes noted above decline, the student may be returned to the LLC program to fulfill the duration of the original placement. It is possible for time to be extended if an additional offense occurs. No student can exceed one placement abeyance at middle school or high school. Once a placement is deemed in abeyance, the student will remain in the probationary status the remainder of the middle school or high school years, as determined by the original placement. Students who are placed for actions that are deemed to be a threat to the overall wellbeing of the school or students may not be afforded an abeyance. Records of students transferring in from another disciplinary program, transitioning from a Juvenile Justice program, or Mental Health Facility will be reviewed by the Committee. Placement in the LLC Program for a specified time may be determined to be the most appropriate placement. As with other Committee decisions, any placement is an involuntary assignment.

Students who exhibit behavior that results in out of school suspension from the Liberty Learning Center will have their expulsion reinstated on the third (3rd) incident which results in out of school suspension. (Example: John received his 1st referral in January, and it resulted in OSS. He received an additional referral in March, and it also resulted in OSS. If John receives a third referral that results in OSS, John will be expelled from the LLC program.)

Students who withdraw from the Liberty Learning Center Program to enter the GED Exit Option or GED Program will not be allowed to re-enter Liberty County Schools.

Student Behavior

Our goal is to provide guidelines which define your responsibilities as students. All students are expected to behave in a manner appropriate to Liberty Learning Center. You share responsibility for keeping LLC a place of which we are all proud. Proper student behavior is expected at all times. One rule supersedes all others – Obey your teacher. Respect for students and staff is always the expectation. Other specific expectations will be shared in the classroom.

The LLC Behavioral Management Program is designed to focus more on positive behaviors than toward negative behaviors displayed. Students will set individual behavioral goals with the assistance of the staff and a system of monitoring progress towards achieving those goals will be set up based on individual student need. An example of a progress monitoring plan could be a point system where students earn privileges based on their progress towards their behavioral goals. Each student's behavior plan, as well as the class behavioral plan, will be reviewed with students upon entry into LLC.

Examples of Major and Minor Disruptive Behavior:

Major Disruptive Behavior Examples	Minor Disruptive Behavior Examples
Verbal Threat - telling others (and causing them to believe) they will be harmed	Out of Assigned Area -self-explanatory
Physical Threat - usually 2 or more of the following: clenched fists, charging, invading personal space with intent to scare, written or verbal threat with intent and means to carry out the threat	Cursing -cursing to self or in a conversation with others
Property Destruction -destruction of any item with a value over \$5.00 shall be requested in writing to restore or to replace any damaged property in accordance to the true value.	Property Destruction -destruction of any item with a value of less than \$ 5.00 (writing on desks, tearing up assignments, etc.
Sexual Acting Out -exhibitionism, soliciting, touching of self or others in a sexual manner	Sexual Misconduct - sexually explicit phrases and/or gestures
Contraband -(Weapon, Drugs/Alcohol)-possession of any of the following; knife, brass knuckles, uncharged ammunition, ninja stars, fish hooks, illegal drugs, drug paraphernalia, medication (prescription and/or over the counter)	Contraband/Unauthorized item - any item brought without written permission (excluding drugs, alcohol, drug paraphernalia, tobacco/nicotine products, vapes, or cigarette lighters)
Stealing -being in the possession of items belonging to another individual	Lying/Cheating -telling untrue stories to others (staff and/or students), cheating (copying answers from another student’s paper, looking at answers while taking a test, using answer key/teacher’s edition to find answers to work without permission, etc.)
Self-Injurious Behavior -scratching any area of the body, cutting any area of the body, head-banging, rubbing head on walls or floors, slapping self, biting self and any other behavior that may cause personal harm	Inappropriate teasing - name-calling, demeaning comments to others
Repeated Non-Compliance -repeated failure to conform to school rules, classroom rules, etc.	Non-Compliance -refusal to follow directions after two prompts (not returning homework, behavior sheets, not completing assignments or purposefully doing poorly on assignments (Christmas-treeing), etc.)

Disrespect to Staff/Peer -ethnic/racial slurs, cursing to staff, ongoing arguing with staff, inappropriate gesturing to staff	Rude -minor disrespect such as: interrupting conversations of another student or staff: not responding to adults with “yes sir”/”no sir” and/or “yes ma’am/no ma’am”: rolling eyes, heavy sigh in response to directives, bothering others’ belongings, etc.
Major Aggression -repeated hitting with fist and/or other object with sufficient force to cause injury, threat with a weapon, aggression of older student on younger student with age difference of 3+ years, any physical act of violence	Minor Aggression -isolated hit, shove or push to peer; throwing objects that are not harmful at peer(s); horseplay
Gang Related Activity -drawings and/or clothing depicting gang activity, hand signs, discussion of gang activity	Class Disruption -rocking back in chair, desk; screaming, talking loudly, making loud noises

The above list is not an “all inclusive” list; Also refer to District Code of Conduct

Suspension of Privileges

If a student exhibits behavior that fall under the Major or Minor Disruptive Behaviors area, they will receive a suspension of privileges for a time determined by the teacher. The amount of time will depend on the behavior exhibited and the student’s behavior plan.

Examples of Privileges

- Socializing with peers during meal time
- Participating in scheduled break times
- Run an “on campus” errand with a staff escort
- Assist classroom staff
- Participate in “extra” activities
- Free computer time (on approved sites/games)
- Sitting in area of choice to complete assignment
- Wear regular clothes instead of designated uniform (still must fit Code of Conduct Dress Code)

Discipline Procedures

In disciplining your child, we will be extremely firm. While at Liberty Learning Center your child must abide by the guidelines in the Student Code of Conduct and Discipline as well as rules set for the LLC program.

Associated with all guidelines and rules are consequences. If your child chooses to break a rule, consequences will follow.

Examples of Consequences

- Warning
- Loss of next scheduled reinforcer/privilege
- Counseling
- Disciplinary writing assignment
- Detention
- Removal from class and/or school (involuntary or voluntary)
- Referral to School Resource Officer (SRO)
- Arrest by SRO
- Suspension
- Recommendation for expulsion

For a severe classroom disruption or serious breach of conduct, parents may be contacted to remove the student from school. If the parent is unavailable, or if warranted, the student may be referred to the School Resource Officer. Please keep in mind that if the SRO is called **your child may be arrested.**

When a student receives a written discipline referral, it will be placed in his/her LLC folder and recorded in the FOCUS system. **All referrals given to students on probation will be forwarded to their probation officer.** A student who accumulates numerous referrals and /or suspensions can be recommended for expulsion, or placement in another Alternative Placement.

Faculty/Staff Authority

Students must courteously and respectfully comply with the reasonable request of a teacher, staff member, or administrator in or out of the classroom. Students are also expected to give their names if asked for them by any staff member. Failure to comply will be considered insubordination and the students will be subject to disciplinary actions.

Drug-Free School

Please be advised that schools are drug-free environments. Liberty Learning Center is a designated Safe and Drug Free Zone. No student is to use, sell or 'be in possession of alcohol, drugs, or drug paraphernalia on school grounds or during school sponsored activities. Accordingly, we occasionally conduct random and/or reasonable suspicion searches of students and vehicles. Also, the Liberty County Sheriff's Department canines may visit the campus. The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988.

Smoking/Tobacco Products

In an effort to create a healthier environment for our students, employees, and visitors, The Liberty County School Board has implemented a comprehensive Tobacco Free Environment Policy (Neola 1215). This policy prohibits ALL tobacco (including nicotine products, smokeless tobacco, vapes, and electronic smoking devices) use by everyone, everywhere on School District property (facilities, grounds, and vehicles), at all times; including school events after regular school hours.

Bullying & Harassment

Conduct that constitutes bullying and harassment is defined in Liberty County School Board Policy (Neola 5517.07). Consequences for investigated and confirmed incidents of bullying and/or harassment may range from positive behavior interventions up to and including, but limited to, suspension, expulsion, extension of alternative placement or criminal charges if warranted.

Dress Code

Students assigned to the Liberty Learning Center will be required to wear a school uniform. The school uniform is comprised of a solid-colored t-shirt (can be purchased at Wal-Mart or Dollar Stores) and jeans (must fit dress code outlined in Code of Conduct). Any other garments are prohibited and are in violation of the Liberty Learning Center dress code. Students who are in violation of the dress code will be disciplined.

- Students may ONLY wear solid-colored T-shirts and jeans.
- Student dress and grooming shall be neat and clean. Ripped clothes are not permitted.
- Shoes shall be worn at all times. No bedroom slippers or flip-flops allowed. Shoes that require laces must be properly laced at all times.
- Jackets/hoodies may NOT be worn to cover up school colored t-shirt attire while inside the classroom.
- No clothing or jewelry shall be worn which displays profanity/obscenity, violence, racially offensive symbols, sexually suggestive phrases, advertisement or displays of alcohol, drugs or tobacco.
- Sunglasses are not permitted except with doctor's written recommendation.
- Pants are to be worn at the waist. Pants worn below the waist revealing the undergarments are prohibited.
- No blankets/pillows are to be brought to school
- No hats, caps, or head scarves are allowed
- Absolutely NO gang attire-This includes shoe laces, bandanas, rolled pant legs, etc.
- Body piercings that become a distraction, disruption, or are a safety hazard are not allowed.

Electronic Devices

Students are NOT allowed to make personal telephone calls. In case of an emergency, the office will make the phone call. **ALL CELL PHONES AND CELL PHONE BATTERIES ARE COLLECTED AT THE BEGINNING OF THE SCHOOL DAY AND RETURNED AT END OF THE DAY.** No other personal electronic devices are permitted.

Destruction of district electronics and/or property will not be tolerated. If a student is found to have destroyed district property, they will receive consequences in accordance with the Liberty County School District' Code of Conduct. Restitution for destruction of property may be included as part of these consequences.

Resale Items

Students may not bring any item to school for the purpose of selling the item to students or teachers without securing permission from the administrator/teacher.

Items NOT Allowed at LLC

- NO OPEN CONTAINERS ARE ALLOWED. Open containers will be poured out and the container thrown away. Students may bring an unopened container, with approved drink, for lunch and/or break.
- No glass/breakable containers
- Other items listed in this document or District Code of Conduct

Search of Vehicles

By driving on campus of the Liberty Learning Center, the person in charge of any vehicle consents to search of the vehicle, with or without cause by school officials or law enforcement officers. Students are not allowed to drive onto the campus.

Breakage or Damages

The Liberty Learning Center campus is to be kept as clean and neat as possible. Anyone who defaces school property by writing on walls, sidewalks, desks, breaking equipment, windows, bathroom stall doors or abusing school buses, will be subject to disciplinary action, including arrest for criminal mischief and payment of restitution.

Student Supervision

The school is responsible for student supervision during school hours, 7:30 AM - 3:20 PM Liberty Learning Center students will be under constant supervision throughout the school day.



**VERIFICATION OF RECEIPT OF
LIBERTY LEARNING CENTER HANDBOOK**

I have received a copy of information for parents and students concerning the Liberty Learning Center Program.

Parent/Guardian Signature

Date

Student Signature

Date

Teacher Signature

Date

Regular Mode of Transportation:

