

Parent / Student Handbook 2026-2027

Liberty County School District does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Liberty County School District Schools. The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Jeff Sewell, Assistant Superintendent of Schools, 11051 SR 20, Bristol, FL 32321; jeff.sewell@lcsb.org; 850.643.2275.

School Board Approved: 8 / 3 / 2 6

Parent & Student Acknowledgement

2026-2027

This Student Handbook has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Handbook.

I have read the Student Handbook and Policy Violations and Consequences, understand, and will abide by their content.

Parent / Guardian Signature Date

Student Signature Date

(Print) Student Name Teacher Grade

PLEASE DETACH, SIGN, AND HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL.

LIBERTY COUNTY SCHOOL DISTRICT

Mission

Our mission is to create an educational organization that functions with professionalism, integrity, and prides itself on excellence. The main objective of the Liberty County School District is to educate our students to be productive citizens of our community, our nation, and our world. We stress the importance of individual competence, effort, and perseverance while learning to work interdependently as a team to achieve goals. We pride ourselves on our determination, common sense, perseverance, and creative thinking to solve problems to provide students with an education that has a broader focus than academics that will promote a happy successful life.

Vision

To inspire a love of learning, instill social responsibility, and prepare **ALL students** for success in the global community through a systems approach of continuous improvement.

SUPERINTENDENT OF SCHOOLS:	**Kyle Peddie**
ASSISTANT SUPERINTENDENT:	**Jeff Sewell**
DIRECTOR OF INSTRUCTION:	**Mandie Fowler**
DIRECTOR OF ESE:	**Stephanie Davis**
DIRECTOR OF FINANCE:	**Katy Gunn**
DIRECTOR OF MAINT. /TRANS.	**Kevin Williams**

Schools	Principal	Assistant Principal
Liberty County High School	Eric Willis	Tim Davis
W. R. Tolar K-8 School	Rebecca Brown	Jackson Summers
Hosford School	Danielle Summers	Rob Wheetley

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Liberty County School District

2026-27 Instructional Calendar

AUGUST 2026

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	☆ 12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-11 - Pre Planning

12 - School Begins

SEPTEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-Labor Day* /NO SCHOOL

OCTOBER 2026

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-9 - FTE WEEK

9-End of 1st Quarter

16-PD

19 - NO SCHOOL

30 - ERD/Pro. Dev.

NOVEMBER 2026

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 - VETERANS DAY*/NO SCHOOL

20 - EARLY RELEASE

23-27 - FALL BREAK/NO SCHOOL

26 - THANKSGIVING DAY*

DECEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 - ERD/End of 2nd Quarter

21-31-Christmas Break/NO SCHOOL

25-Christmas Day *

JANUARY 2027

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-New Year's Day *

4-Professional Development

5 - STUDENTS RETURN

18 - MLK JR. Day */NO SCHOOL

8-12 - FTE WEEK

15 - President's Day/NO SCHOOL

5-End of 3rd Quarter

19-ERD

22-26 - SPRING BREAK

19-PD

19-Baccaularate

21-Graduation

28-LAST DAY OF SCHOOL/ERD

31 - MEMORIAL DAY

28-30-No Summer School

1, 2, 5-No Summer School

7-Summer School Begins

22-Summer School Ends

FEBRUARY 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	TH	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	TH	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	☆ 28	29
30	31					

JUNE 2027

S	M	T	W	TH	F	S
		1	2	3	4	5
6	☆	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2027

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	☆ 22	23	24
25	26	27	28	29	30	31

○ PRO.DEV. DAYS ☆ FIST/LAST DAY OF SCHOOL __ EARLY RELEASE DAYS ■ NO SCHOOL FOR STUDENTS

11 Month Instructional Staff: Beginning Date 7/22/2026, End Date 6/15/2027 * 6 Paid Holidays (All Instructional Staff)

School Day Procedures

Regular Class Time

LIBERTY COUNTY HIGH SCHOOL: The official school day begins at 8:00 A.M. Students will be dismissed at 2:56 P.M.

W. R. TOLAR K-8: The official school day begins at 8:00 A.M.
Dismissal times are as follows:

- Kindergarten-2nd (parent pickup) 2:35 PM
- 3rd-8th (parent pickup) 2:40 PM
- All bus riders (KDG-8th) 2:45 PM

HOSFORD ELEMENTARY & JUNIOR HIGH SCHOOL: The official school day begins at 8:15 A.M. Dismissal time is as follows:

- PreKindergarten-8th will be dismissed at 3:05 P.M.
- Car pick-up students will report to the cafeteria.
- Bus students will report to their designated area.

Bristol PreK, District Office: The official school day begins at 8:30 A.M. and dismissal will be at 2:30 P.M.

Student Check Out Procedures—Regular School Day

No student will be checked out of school unless approved through the office. Teachers must have this verification before releasing any student. Only the custodial parent or their designee can check out students. If anyone other than the custodial parent wishes to check out a student, they must either be listed on the student emergency card located in the front office or have a written note signed by the custodial parent.

PHONE CALLS WILL BE ACCEPTED IN EMERGENCY SITUATIONS ONLY & MUST BE MADE TO THE FRONT OFFICE BEFORE 2:00 @ Tolar & 2:30 @ Hosford!

Transportation

When a student is to change his or her mode of transportation from school, the office must be notified in writing in advance. If parent authorization is not received, the student will be required to be transported home as usual. Please remember to send a written note or come by the office (A Parent Square message will not be accepted), and the student will be issued a "bus note". Written documentation is required to ensure the safety of our students.

Phone calls will be accepted in emergency situations only.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Any misbehavior that distracts the bus driver is a very serious violation and jeopardizes the safety of everyone.

Violation of bus rules will result in disciplinary action including bus suspension. When a student is suspended from riding the school bus due to misconduct, his/her absence from school is not excused.

Students who walk or ride bicycles are expected to leave school immediately after they are dismissed. Students riding bicycles or walking home after school must walk/ride around the bus pickup/parking area. Please refrain from cutting across the parking lots.

Parent Conferences

Parents should contact the guidance office to arrange team conferences with teachers. Prearranging a conference allows the teachers time to gather all relevant information and allows the school to schedule the meeting around the teachers' classroom duties. Most conferences are scheduled during the teachers' planning periods or after school between 2:50 P.M. and 3:25 P.M. Conferences may be requested by the teachers, parents, administrators, counselors, or students. Students are expected to attend their conferences. To assist you with individual teacher communication, we encourage the use of email and/or voicemail, or Parent Square.

Parent Portal: FOCUS

FOCUS provides detailed information in a timely fashion (https://liberty.focusschoolsoftware.com/focus). Please understand that grades are not updated immediately, and individual teachers establish their routine of updating once a week (by 5:00 P.M. on Monday for the previous week's grades). If you have difficulty accessing the website, please contact the school's guidance department, and they will help in assisting you.

Visitors

We invite and encourage parents to visit our schools. If you are volunteering in the classroom, please make arrangements with your child's teacher at least a day in advance of your visit. **For the safety of our children and staff, all visitors are required to check in at the front office and MUST display a visitor's pass prior to a classroom visit.**

Jessica Lunsford Act

The Jessica Lunsford Act was passed by the 2005 Florida Legislature and signed into law by Governor Bush following the assault and murder of Jessica Lunsford in Homosassa Springs, Florida. This crime was allegedly committed by an individual who had at one time worked as a subcontracted mason at Jessica Lunsford's school.

The Act focused primarily on increasing the measures used to monitor sexual offenders or predators. However, part of the Act specifically related to individuals with access to school district campuses.

Due to this law, Section 1012.465, Florida Statutes, the Liberty County School Board is required to implement safety procedures for anyone entering a school campus while students are present. The following procedures were implemented on all school campuses during the 2011-2012 school years and will remain in effect:

- All adults on campus must have a district-issued picture **ID that is worn and always in view.**

- All visitors must sign in at each school office before going anywhere on campus and then sign out as they are leaving.

- All visitors without an approved picture ID will need to present their driver's license to the school's receptionist, so that the individual can be screened and issued a single day picture ID.

If you are a parent that comes to campus daily, you will need to contact the school's principal about obtaining a more permanent ID.

These steps are being taken to ensure the safety of ALL children on our campuses and to comply with state statutes. With the community's cooperation and consideration, we were successful in implementing these additional procedures.

School Bus Policy

The bus is an extension of the school campus. Therefore, students will adhere to all conduct rules, including those addressing medication, while riding a School Board of Liberty County, Florida, school bus. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's enrollment card for that bus shall be permitted to ride such a bus while it is being operated on a regular school bus route, except upon the written request of the parent(s) or legal guardian of a student and with the written approval of the principal/designee.

Section 1006.10 (1-7), Florida Statutes gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions at public expense.

Students being transported on a school bus must comply with the following rules. [SBP:5610.04]

1. Get on/off at their regularly appointed bus stop unless written parent/guardian permission is provided to the school admin early in the day to allow for verification.
2. Occupy the seat assigned by the driver and refrain from moving around while the bus is in motion. Seat belts must always be correctly fastened upon taking their assigned seat and worn if the bus is designed with seat belts.
3. Wait until the bus has come to a complete stop before entering or exiting the front door of the bus. Students shall form a line to ensure safety in getting on or off the bus.
4. Be at the bus stop at least five minutes before the bus's arrival but not more than fifteen minutes before arrival. Observe proper rules of conduct while waiting for the bus. Students shall stay at least five feet off the road and off private property.
5. If it is necessary for a student to cross a road to board a bus, the student should wait until the bus arrives and the driver deploys the stop arm and flashing red lights. The student should make visual contact with the driver, watching for the Department of Education's (DOE) adopted crossing signal. The student should then make a right and left check for traffic and cross twelve (12) feet in front of the bus.
6. If it is necessary for a student to cross a road after unloading from a bus, the student should stand at the side of the bus in sight and hear the driver. The student should make visual contact with the driver, watching for the DOE's adopted crossing signal. The student should then make a right and left check for traffic and cross twelve (12) feet in front of the bus.
7. Always obey the driver and monitor and follow the standards of conduct while riding the schoolbus. Report promptly to the principal when instructed to do so by the driver. Bus infractions may result in an out-of-school or bus suspension.
8. Keep all body parts and belongings inside the bus windows.
9. Keep from littering, throwing, or propelling objects inside the bus.
10. Keep from throwing or propelling items outside the bus windows. (Behavior that violates this rule may be classified as a felony. The student and the parent/guardian shall be held responsible for any damage that results from such an act.)
11. Keep from defacing or vandalizing a school bus. Restitution will be required for any damage sustained to the bus.
12. Use the handrail when entering and leaving the bus. Be careful that loose straps or

drawstrings on articles of clothing or backpacks do not get caught on the handrail.

13. Follow emergency evacuation procedures when appropriate.
14. Always observe classroom conduct rules (except for ordinary conversation). Silence on the bus shall prevail while the bus is stopped for railroad crossings or for discharging students. When the bus is in motion, only talk to the driver if it is necessary and be quiet when the driver turns the dome lights on, raises a hand, etc. One of these signals will be used at railroad crossings.
15. Use of profane or objectionable language or engaging in any other objectionable conduct is prohibited. There shall be no pushing, fighting or any other type of misconduct at any time.
16. Possession of sharp/dangerous instruments or any type of weapons on the bus is prohibited.
17. Bring no animals, glass containers, skateboards, food, or drinks on the bus.
18. Use or have no tobacco products (smoking, chewing, dipping) or other mood-altering substances while on the bus.
19. Bring no bulky or inappropriate objects on school transportation that may block the driver's view or aisles, and emergency exits.
20. Wear no bathing suits on the bus.

***Note*: Liberty County buses are equipped with video/audio cameras for security purposes.Students are being taped during their ride. These tapes may be used to determine violations of the Code of Student Conduct. Only authorized school personnel can view a bus video/audio recording when the need arises, due to the protection of other students' privacy.**

*Students may use wireless communication devices (WCDs) on the bus. When a student is suspended, or expelled from the bus, they are not permitted to use **any** School Board of Liberty County, Florida school bus for extracurricular activities or field trips during the suspension or expulsion timeframe. At the principal's discretion, a student with a Level I or II infraction may be allowed to ride the bus for extracurricular activities only or field trips that are academic in nature.*

Parents are responsible for their children at the bus stop. However, school officials may address misconduct by students at a bus stop. Bus drivers may issue bus referrals based on behavior they observe at bus stops and administrators may investigate and disciplineaccordingly. §§1006.07(2)(h), 1006.09(1)(b), and 1006.10(3), Florida Statutes

The consequences for bus referrals are as follows:

- **1st Referral**: Warning and/or Detention, at principal's discretion
- **2nd Referral**: ISS or Corporal Punishment, at principal's discretion
- **3rd Referral**: 3-5 days Bus Suspension, at principal's discretion
- **4th Referral**: Bus Expulsion (90-day minimum) or at principal's discretion, a 10-day Bus Suspension with a parent/guardian/principal conference & a written, signed, behavior agreement, may defer expulsion. Any Level IV offense occurring on the bus may result in a recommendation for expulsion.

The above is not all inclusive and is meant only as a guide for the principal, assistant principal, or designee.The administrator may, due to the severity and nature of the offense, deviate from the above prescribed consequences and administer a more appropriate disciplinary action.

Bus Routes

As started in the 2017/2018 School Year, Liberty County Schools Bus Drivers will no longer pickup students on private roads or private property. References: Liberty County School Board Policy 8610; Designation of Bus Routes; DOE 6A-3.001 F.A.C. Basic Principles for Transportation of Students. Please call the transportation department with any questions at (850) 643-5242.



Liberty County School District Bus Routes

2026/2027

Reddick – Bus 25-112
SR 65 North of CR 67 to SR 20, Burlington Rd, Chester Street high school students, Talquin Circle, Cannon Branch, CR67A North to Burlington, SR 20 East of O'Dell Owens RD to CR 1641, All roads adjacent to roads listed.

Sub Driver – 15-106
CR67 starting at Old Burnt Bridge Rd East to Whitehead Drive, SR65 South of CR67 to FR 103, CR 67A South of Burlington, Williams RD, Shawn Rd, All roads adjacent to roads listed.

Moore – 17-108
Hosford, SR 20 East of Hosford to 1641 and West to the CR120 Dam, Blue Creek Rd; SR 65 North of Hosford; Chester Street; All roads adjacent to the roads listed. **County Line Pickup is at the corner of SR 20 and CR 120 Dam.**

Nobles – 15-107
CR 12 South Eastside to 379, West End of Old Bristol Rd "67"; Pea Ridge Rd "379"; Conyers Rd; Spring Branch Rd; Peddie Rd; South end of Hoecake Rd; Durham Rd; Summers Rd; Michaux Rd; Freeman Rd South; Robertson Mill Rd; Myers Ann Street, All roads adjacent to roads listed.

Holland – 27-114
CR 333; CR12 South of Lake Mystic Church Rd, Lake Mystic Rd; All roads adjacent to roads listed.

Webb – 27-113
Sumatra, SR65 South of Wilma, CR 379 to CR 12, CR 12 to CR 333, All roads adjacent to roads listed.

Pullam – 27-115
City of Bristol, Neil Subdivision, SR20 West to Johnson Road, CR 12 south to Tolar Westside, Goodman Trailer Park, Clay Street, Freeman Rd North of SR 20, All roads adjacent to roads listed.

Collins – 22-110
SR 20 East of City of Bristol, Turkey Creek Rd, White Springs Rd; Old Post Rd; Joe Chason Circle, North end of Hoecake Rd, All roads adjacent to roads listed.

Terry – 22-111
Hall & Smith Circle; SR 12 North of 1641; Rocky Lane; Liberty Cl, All roads adjacent to roads listed. All stops on Meredith Rd and Whittle Rd will be picked up at County Line Pickup. **County Line Pickup at SR 12 North and Meridith Rd.**

Sub Driver – 17-109
269 "Aspalaga Rd", 270; 271, SR12 South of 1641 to Garden of Eden. All roads adjacent to roads listed. **Torreya Park Road north of Bethel Road will pickup at the corner of Bethel and Torreya Park Road**.

Academic Information

Academic Reporting—Progress Reports

Student Progress Reports are sent home midway through each nine-week grading period. Student Progress Reports will be sent out to the parent/guardian electronically via ParentSquare. Parent/Guardian, if you are having issues with your ParentSquare account, please contact your child(s) school. Additionally, if you do not wish to receive the progress report through ParentSquare, and wish to have a hard copy, please notify your school and one will be provided.

Report Cards

Report cards will be sent out to the child's parent/guardian 5 days after the end of each nine-week grading period via ParentSquare. Please refer to the District Calendar (pg.5) to see when each nine-week grading period ends. Parent/Guardian if you are having issues and not receiving your child's report card, please contact your school to have it resolved. Additionally, if you wish to receive a hard copy of your child's report card, contact your child's school and one can be provided.

Grading Scales

Kindergarten Grading Scale

At the end of the school year, the student must earn an **E (Excellent)**, **S (Satisfactory)** or **N (Needs Improvement)** on each standard to promote to first grade. Students who are not demonstrating end of year expectations, **U (Unsatisfactory)**, will repeat kindergarten the following school year.

1st—12th Grading Scale

A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Passing
F	59	Failure
I		Incomplete

Quarterly Grade Requirements

Weekly reporting of grades that reflect a student's ability is a priority at all schools. Minimum Requirements for all academic subjects:

1st Grade – 8th Grade

- 4 test grades per quarter
- 9 daily/quiz grades per quarter
- 13 total grades

High School

- 3 test grades per quarter
- Nine weeks' grades will consist of at least nine daily/quiz grades (12 Total Grades)

Grade Distribution K-12

- 60% will be determined by test grades (this does not include quizzes)
- 40% will be composed of daily grades, and quizzes

Homework K-8

Homework in these grade levels will only be assigned for the following:

- Study/Practice for a test/assessment
- To finish work not completed during class time
- Independent reading

Homework 9-12

- Homework is an opportunity to practice a concept that has been well taught in class.
- Homework is not to exceed 30 minutes per night per subject.
- Subject levels will coordinate homework assignments.

Student Code of Conduct and Student Progression Plan

As required by law, each school shall provide a copy of the Student Code of Conduct and Student Progression Plan for parents who request one. Copies are available at our school and will be sent home with your child if requested in writing or by phone. You may also pick up a copy from the front office. These documents are also located on the district website – https://www.lcsb.org.

Attendance Policy

Excused and Unexcused Absences

Absence is defined as non-attendance of a student at school or in an approved educational activity/field trip or program on days' school is in session. A student who is not physically present at school or not participating in an approved school activity shall be counted absent and shall not be recorded as in attendance on that day. The law allows absences for reasons listed below. Under these circumstances school policy regards these absences as excused. A student with an excused absence is not subject to any disciplinary or academic penalties. Absences/tardiness shall be excused only for

the following documented reasons:

1. Illness and/or medical care
2. Death in the family (See Code of Conduct for details)
3. Legal reasons
4. Approved religious holidays (with Parent Note denoting holiday being observed)
5. Financial and/or other insurmountable circumstances
6. Curriculum related field trips and/or functions of the school approved by administration.

Reporting an Absence

A written note, explaining why the student missed school, is required upon the students' return to school and must be submitted to the front office **within five days** of the student absence, to receive an excused absence. If a written note is not received in this timely manner (five school days), the absence will remain unexcused. The school will accept a parent note for an excused absence for up to three days in a quarter unless there are extenuating circumstances.

Unexcused Absences

An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties.Unexcused absenteeism, enough to jeopardize academic progress at the school level, is defined as a student being absent without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90-calendar-day period.

Determination of whether an absence is excused or unexcused is the responsibility of the local school principal or designee. Students who arrive after the tardy bell must report to the front office to sign in and receive an admit slip. Refer to field trip policy.

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.

Attendance procedures shall be carried out in accordance with the Liberty County Student Code of Conduct and the high school attendance policy.
Exception: Students will not be awarded any credit in courses for which there is a state-mandated End of Course exam until results of the EOC exams are assessed and added as 30% of the yearlong grade.

Tardiness

Any student who is not in the classroom when the tardy bell rings and up to 10 minutes late is considered tardy.
Any student entering the classroom after 10 minutes will be considered skipping unless he/she has a tardy slip from the front office.

If a student skips class, the teacher will send a referral to the office and the student will remain in class.

Any student (6^{th}-12^{th}) that reports to class when more than half of the period is over, will be considered absent for that period.

(K-8 Schools) The first two will be a warning. Whereas the 3^{rd} and every subsequent tardy will result in a day of break/lunch detention and/or parent contact.

A tardy that occurs at the beginning of school requires the student to check in through the front office.

(LCHS Only) Students can be tardy twice every nine weeks with a parent note (signed by parent). Each subsequent tardy will result in lunch detention the following day.

Early Check Out / Leaving School Grounds Before the End of the School Day

All students leaving school prior to the end of the school day must sign out through the main office. No student shall be sent from the campus during school hours to perform errands or act as a messenger except with the knowledge and approval of the principal, and then only for necessary and urgent school business. No student shall be permitted to leave school for the remainder of the day, prior to dismissal, in the custody of a person other than the student's parent or guardian unless that person has the verified authorization (written or verbal) of one of the parents or guardians. No students should be called out of class for early check-out after 2:00 P.M. (Tolar) and 2:30 (Hosford). All students leaving early must be checked out before this time unless it is a medical or legal emergency.

Emergency Messages

Parents may call the front office by 2:00 P.M. (Tolar) or 2:30 P.M. (Hosford) to make changes in after-school arrangements. To ensure these messages are delivered to your child, speak directly to school staff. Students can call parents only if they are given permission by their classroom teacher. Since these requests disrupt valuable learning time, they are carefully screened and reserved for special needs or extenuating circumstances only.

Pre-approved Absence

Students who anticipate an absence other than a field trip or school sponsored activity, may receive an **authorized unexcused** absence of up to 5 days total, once per school year, if a parent/guardian's written explanation of the absence is pre-approved by the

principal or designee at least **one week prior to the absence**. Although the absence is unexcused, the student will be allowed to make up any missed work and receive full credit for submitted assignments. It is the student's responsibility to obtain and make up any work assigned by teachers and/or administrators during that absence.

Attendance Notification System

It is the parent's responsibility to update FOCUS with any changes in phone number or address. When a student is marked late or absent in a class, the computer automatically generates a phone call to the phone number designated by the parent/guardian, through Parent Square. In the event such a call is received and there are questions concerning the student's absence, please call the school to verify the absence.

Absences can be monitored by parents or students by logging into FOCUS Parent Portal. There is a direct correlation between student learning and consistent and prompt attendance in class. Thus, absences, whether excused or unexcused, affect academic performance and grades. Students and parents should understand that poor attendance will affect the student's opportunity to participate in any extracurricular activity or school sponsored event. If a student is absent from school (three or more periods) he or she is considered absent and will not be allowed to participate in extra-curricular activities that day.

Truancy

A truant is one who is not in attendance, with or without the approval of the parent or other person having charge of the student, and whose absence has not been excused. Based on F.S. 1003.26, if a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. Based on F.S. 1003.01, a habitual truant is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Superintendent, or his/her designee shall refer the case to the district staff.

If the child has had more than 15 unexcused absences in a 90-calendar day period, the Superintendent or his/ her designee may file a truancy petition pursuant to the procedures in F.S.984.151. The superintendent must provide the names and identifying information of these students to the Department of Highway Safety and Motor Vehicles (DHSMV). DHSMV may not issue a drivers' license or learners permit or may suspend the driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, Florida Statutes.

Make-up Work Policy

Since all classroom work and homework is important to education, students will be required to make-up work missed if absences are excused, unexcused, or due to out-of-school suspension. Students will not receive credit if the absence is due to an out-of-school suspension. Please read below regarding unexcused and excused absences:

Excused absences:
It is the student's responsibility to make up the work within the time frame for make-up work (the number of days missed plus a day). Make-up work is in reference to class assignments, homework, and assessments/tests. Students will receive credit for this work if submitted in the time allotted and, at the teacher's discretion, may receive partial credit after the deadline.

Unexcused absences:

- Elementary: Students with unexcused absences are responsible for planning with the teacher to make up all work and assignments (including tests) within the number of days missed plus a day (i.e.: if the student is absent for 1 day, he/she will have two days to make up the work). Arrangements to make up work are to be made with the teacher and are the responsibility of the student. Elementary students will receive full credit for made up work.
- Middle & High School: Daily school assignments missed because of an unexcused absence may be made up by the student for partial credit at teacher discretion.

Wireless Communication Devices

Possession of a cellular telephone or other wireless communication device (WCD), by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege.

K-8 students are prohibited from using cellular telephones or other electronic communication devices (WCD) or having them "On" during the school day.

High School students may use wireless communication devices (WCDs) before and after school, during their lunch break, between class periods, and during after school activities (e.g., extracurricular activities). "Using" refers to not only the making and/or receiving of calls, but also using the cellular telephone or WCD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.)

All Students

Students may not use cellular telephones or WCDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Upon entering the classroom, the student must store their cellphone in a teacher provided station. Cellphones must stay out of sight for the duration of the class period.

A student may keep the cellular telephone or WCD "on" if he/she has a special medical circumstance and it is approved by administration (e.g., an ill family member, or his/herown special medical condition).

Students participating in extra-curricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or WCD use. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The School Board is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or WCDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or WCDs in their possession, to make sure the cellular telephones and WCDs are not left unattended or unsecured.

Using a cellular telephone or other WCD in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification conferences, corporal punishment, suspension, or expulsion, confiscation of the cellular telephone or WCD (in which case, the cellular telephone or WCD will only be released/returned to the student after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

Additionally, use of a WCD in an unauthorized manner includes its use in recording a fight, battery, or any other inappropriate content; and/or sharing it with others (social media, airdrop, text, etc.). If students are caught recording this material and/or sharing it, they will receive disciplinary action per the Student Code of Conduct (may include suspension).

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission from the teacher or principal.

Dress Code Policy

~*DRESSED FOR SUCCESS INITATIVE*~

The Liberty County School District has an existing policy in place that governs the dress code of staff and students. The schools have further guidance in their respective student handbooks. For the past few years, it has been a challenge to keep up with the numerous violations of these policies and procedures. This school year I would like to introduce you to our ***"Dressed for Success"*** initiative. Our job as a school district is to prepare our students for future success in the workplace. Students need to be prepared both in academics as well as in professionalism; and part of that professionalism is the way they dress. We prepare for that time now. There are 3 areas of focus for the ***"DRESSED FOR SUCCESS"*** initiative:

1. Wear clothes that are **APPROPRIATE** – Just as athletic teams wear uniforms that are appropriate for their respective roles, the workplace demands the same. Clothes that have holes, suggestive or offensive language, or dirty clothing are usually not accepted in the workplace whether in state government and/or the private sector. Each employer wants their employee to properly represent their companies. The first impression of anybody usually is based on the appropriateness of their clothes. We want our students to wear clothes that are **APPROPRIATE.**
2. Wear clothes that are **MODEST** - Appropriate clothing also must be modest clothing. The revealing of our bodies (chest, torso, and buttocks) can easily become a distraction in the classroom. High School students are continuing to mature physically on different timelines. We want our students to be proud of their bodies, but also be modest in their clothing choices as most jobs require. Extremely tight clothing and sometimes extremely loose clothing can reveal genitalia and/or underwear which ALWAYS distracts the learning process and is extremely unacceptable. Modest clothing covers up everything properly. Again, we want our students to be proud of their bodies but wear clothes that are **MODEST**.
3. Wear clothes that are **ACCEPTABLE** – We need our students to follow the dress code. It clearly states what clothes are acceptable and what clothing is not acceptable. These are the rules of the schools. Just as each business in the world of work has a dress code policy, the school does as well. It is great preparation for the work world to follow policy now. Dress Code policies differ from job to job, but the dress code for our schools is simple and easy to understand. We need to drastically reduce time lost in the classrooms due to students being sent home to change into clothes that are acceptable. We humbly ask for all our students to follow the rules and come to school wearing clothes that are **ACCEPTABLE**.

Many times, throughout the day, we have visitors to our schools. This last year we received visits from Governor DeSantis (twice), Senator Marco Rubio, Rep. Jason Shoaf, Sen. Lorraine Ausley and many other important people who came to see about all the wonderful things going on in the Liberty County School District. The most important folks that visit our schools are **PARENTS**. Parents are expecting us to help aid in the development of their children in many areas with education being the primary focus. We feel our appearance to each other and to others is an important part of that preparation for real life. We humbly ask all parents to be very involved in the lives of their children (our students) to make sure they wear clothes that are **APPROPRIATE, MODEST, AND ACCEPTABLE**. We want ALL our students to be SUCCESSFUL and that starts at home as we work together to accomplish this goal. Please help us by making sure YOUR KIDS leave home ***"DRESSED FOR SUCCESS".***

Go Panthers and Go DAWGS!

Sincerely,

Kyle Peddie
Liberty County Superintendent of Schools

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents or guardians. Each student is expected to dress appropriately and in such a manner that it is respectful to self and others. Dress and grooming shall be clean, healthy, and safe and shall not be permitted to disrupt the teaching and learning environment.

Items that when worn together are usually indicative of gang memberships, or apparel that contains a message that is obscene, racist, or promotes illegal activities, (drugs, alcohol, or tobacco products) shall not be permitted on school grounds or at school functions. Students shall not wear sunglasses in the classroom, hallway, or other indoor instructional spaces. Hats are not allowed on campus. Effective July 1, 2011, State Law prohibits a student, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. This dress code is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

Prekindergarten – 3rd Grade Dress Code

1. Shorts, Skirts, and Dresses: Clothing should not be shorter than mid-thigh. This also includes slits/holes.
2. Shirts: all tops should be full length and cover all aspects of the chest and midriff at all times.
3. Pants: Pants should fit appropriately, without sagging, and hide all undergarments. (Underwear, boxers, shorts, etc.) Sheer materials or extremely tight clothing (leotards and tights) are not permitted unless worn under shorts or skirts.

4th-12th Grade School Dress Code

Tops: all tops should be full length and cover all aspects of the chest and midriff at all times

a) Tank tops (straps less than 2"), crop tops, halter tops, or spaghetti straps are not permitted as a primary top.
b) Covering an inappropriate top with a sheer or see through top is not allowed.
c) Undergarments should not be visible at any time, including back area

Bottoms: all bottoms should fit appropriately and cover all parts of the undergarments

a) Any bottoms with holes above mid-thigh are not permitted
b) Shorts should reach mid-thigh
c) Leggings are permitted but must be worn with a full-length shirt

School Dress Code – All Students

1. Beachwear and pajamas are not permitted.
2. Appropriate shoes must be worn at all times (bedroom shoes are not permitted)
3. Head coverings are not permitted on campus. This includes but is not limited to hats, hoods, bandannas, do-rags, and caps. Exceptions may be made by the principal for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.
4. Clothing, accessories, and jewelry must not be sexually suggestive or feature crude or

vulgar commercial lettering, printing, or drawings which would be offensive or insensitive to anyone on campus. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not cause physical harm (i.e., fishhooks on caps, gauges.)

Clothing for special programs (i.e., physical education) is not to be worn in the regular classroom. Uniforms for sports and special activities sponsored by the school and district may be exempt from the Student Dress Code if approved by the administration.

Note: The principal or designee has the final authority for determining whether a student's apparel conforms to the dress code. The principal or designee may prohibit the use of clothing or items that cause disruption during school, on school transportation, or during school sponsored events. When it is determined that the apparel is inappropriate, parents/guardians will be asked to bring clothing to the school which will conform to this Code.

School Health Information

A. Medication must be presented in the original container to the principal/designee. Parent/ guardian shall bring medication to school and sign a Prescription Medication Consent Form.
B. Directions/instructions on using the prescription shall be provided by the physician or pharmacist.
C. The prescription medication shall be delivered to the school nurse with the following information provided:
    a. Name and purpose of medication.
    b. The time medication is to be administered must coincide with the doctor's order on the prescription.
    c. Approximate duration of medication.
    d. Reactions that might occur from the medication.
    e. Administration of Prescription Medication Consent Form must be completedand signed by parent/guardian.
    f. Medication must be counted by the parents/guardians and person receiving the medication and documented on the Medication Administration Form.
    g. All medication must be in the original container with a current date not toexceed 90 days and the label shall not be modified in any manner.
    h. The first dose of medication shall not be administered at school due to thepossibility of allergic reaction.
    i. No more than a four (4) week supply should be delivered to the school at onetime.
    j. All medication must be secured with lock and key.
    k. A student that needs to carry an inhaler must have a doctor's statement and parent/guardian written consent on the Prescription Consent Form. Inhalersthat are carried by the student must have a prescription label with the student's name on the inhaler itself.
D. A student who must carry an EpiPen on their person at school will be required to have a Medical Procedure Form completed and signed by physician and parent/guardian. The form must include a statement from the doctor and parent /guardian that the child must carry it on their person. A student who needs an EpiPen at school, but does not need to carry it, must have the Medical Procedure Form completed and signed by the physician and parent /guardian. In both cases a staff member will be trained to assist and/or administer the EpiPen. E. Only trained LCSB staff shall administer medication to students.

Non-Prescription Medication

A. All non-prescription medication shall be delivered by parent/guardian. Nonprescription medication may be administered for 72 hours (three consecutive days) only with parental written consent on the Liberty County Schools Non-Prescription Form. After the 72-hour (three consecutive days) time frame, a standing order must be secured from the child's physician. The non- prescription medication shall be delivered to the office with the following information provided:

   a. Name and purpose of medication.
   b. Time and condition under which the medication is to be given.
   c. Specific instructions on the administration of the medication.
   d. Non-prescription medications are to be received in a new unopened container with 30 or less pills or no more than one-month supply.
   e. The consent form must be completed and signed by the parent/guardian.
   f. The first dose of any medication shall not be administered during school hours due to the possibility of allergic reaction.
   g. All medication must be in the original container and stored under lock and key.
   h. Please contact the nurse and/or principal at your child's school if you feel your child needs to keep non-prescription headache medication on them during the school day.

B. Only employees certified in medication administration annually may administer the following non-prescription medications: cold remedies; aspirin; throat sprays; herbs; vitamins; cough drops; cough syrup; ear, eye, and nose medication; medicated lip balm.

District Head Lice Policy

Because the school brings many children together in close daily contact, they serve as a focal point for the transmission of illnesses and other problems, including head lice. To combat head lice infestation and the spread of it, we have adopted the following policy:

All elementary students will be screened by the school nurse for evidence of head lice at the beginning of the school year and thereafter a date determined by the school principal. If identified as having evidence of head lice, the student's parent/guardian will be notified, and the student will be excluded from school until they are determined to be NIT FREE by the school health nurse. When a student returns to school following treatment, he/she MUST be accompanied by a parent. The parent will be required to wait while the school health nurse rechecks the child's hair for evidence of head lice. If nits or head lice continue to be present, the child will not be allowed to return to school. The child must be NIT FREE to be readmitted in school.

Middle school and high school students will be screened by the school nurse if younger brothers or sisters are infested if symptoms are present or if screening is requested.

The school will allow three (3) excused absences for head lice infestation. Subsequent absences for the same infestation will NOT be excused since proper treatment of the affected student and the home environment should not take more than 24 hours. If the student is sent home before lunch, that one day will be their excused absence.
If the student is sent home after lunch, the following day will be their one excused absence.

Athletic Policy

These policies are included for the information of all parents and students. Athletes will be required to have a signed copy on file prior to participation in any sport. To maintain a consistent, structured athletic program at school, these policies have been created for all our student athletes to follow.

Policies

A. Any student traveling with an athletic team for school sponsored contests or extracurricular activities must use the transportation provided by the school board when traveling to and may use the transportation when traveling from the contest. An approved athletic pick-up list must be completed prior to the athletic event. An exception may be made to this rule only in extenuating circumstances. In this case, the coach will use his/her professional judgment on whether the situation is deemed necessary. If such a situation is known prior to the contest, the athletic director or an administrator must approve it.

B. Students are required to attend practice daily. Coaches will announce the starting and ending times of practice. Failure to attend practice will result in disciplinary action determined by the coach.

C. Students are required to be in school a minimum of 1/2 day to participate in a scheduled practice or contest. An exception to this rule will be made in case of emergencies ONLY. The administration will have the final say in whether the situation is classified as an emergency.

D. Academic requirements for **Hosford & Tolar**: Students must meet academic requirements set by your school. Any student who wishes to participate in extracurricular activities for the fall semester must have an overall grade point average (GPA) of 2.0 or higher in core classes for the last nine week's grading period of the preceding school year to be eligible. Eligibility for any other sports will be based on the preceding nine weeks' GPA.

E. LCHS: See FHSAA Academic Policy.

F. The use of alcohol and/or illegal drugs will result in immediate dismissal from the team.

G. The use of tobacco, and/or nicotine products, will result in disciplinary action. The 1st offense may not result in dismissal from the team. The 2nd offense of tobacco or nicotine product use/possession will result in removal from the team.

H. Students must attend to personal appearance and grooming. During the school year,the following items will be at the discretion of the coaching staff: jewelry (earrings, belly button rings, etc.), hairstyles (which include length and color), facial hair and body art (tattoos, scarification, or drawings).

I. Out-of-school suspension, the 1st out-of-school suspension, (other than for tobacco) may result in the player being put on probationary status, or being removed from the team, principal discretion. The 2nd out- of-school suspension will result in dismissal from the team.

J. At all times students are expected to be a positive influence on the team and to respect their coaches. Any deviation from this standard may result in disciplinaryactions determined by the coaching staff.

K. It is expected that parents will pick up students at the end of games and practices. If a student has not been picked up 30 minutes after practice has ended, the parents are deemed LATE**.** Pickup by anyone other than the parent/legal guardian will not be tolerated unless a signed permission slip is provided by the parent/guardian. Students who walk home after a practice or contest must also provide a signed permission note from the parent/ legal guardian.

L. Good sportsmanship is the only conduct we will tolerate from our athletes. Anyviolation of this will receive disciplinary action.

M. Physical examination, Parent Consent, Impact Testing (Football players only), Concussion & Heat Forms, and Affidavit of Compliance with Policy on Athletic Recruiting (for high school students transferring from another district) are required upon transfer to participate in any athletic event. (This includes try outs, practices and games.) Copies must be kept on file.

N. All athletes must submit their birth certificates to the school's guidance office forreview and approval. A copy will be kept on file.
O. All uniforms, equipment, books, etc. issued to the student while participating in an extracurricular activity must be returned at the end of the season. The student willnot be allowed to participate in another extracurricular activity, or school program,until items are returned to the appropriate coach.
P. Coaches reserve the right to schedule mandatory practices on Saturdays.
Q. All practices, excluding summer workouts, should be concluded by no later than 8:00PM EST. Wednesday will be an exception, as practices will conclude no later than 6:00 PM EST.
R. No games will be scheduled on Wednesdays without prior approval fromadministration.
S. Any athlete who quits or is suspended from a team for disciplinary reasons shall not be eligible to participate in another school team until the season for the original sport has concluded. Exceptions to this are made only with the approval of coaches,athletic director, and an administrator.

Coaches have the sole responsibility and authority to choose their team based on the criteria they feel is needed for the sport/activity.

Dress Code Requirement for Athletes

The Liberty County School System prohibits students from wearing clothing to school during the regular school day that indecently or in a vulgar manner exposes underwear or body parts or that is disruptive to an orderly learning environment.

For first offenders, the school is required to give the student a verbal warning, and the principal must call the students' parent or guardian.

For a second offense, the student is ineligible to participate in extracurricular activitiesfor up to (5) days and the principal must meet with the parent or guardian.

For the third or subsequent offenses, the extracurricular activities are for up to (30) days; the school must place the student in in-school suspension for up to three days; and the principal must call and send written notification to a parent or guardian.

In addition, all students participating in extracurricular activities will adhere to the applicable dress code in the Liberty County Code of Student Conduct.

Field Trip Policy

1. The classroom/supervising teacher will contact chaperones needed for field trips.
2. Students are required to ride to and from school on the bus unless prior arrangements have been made with the teacher and approved by the principal.
3. Chaperones will supervise children as assigned by the teacher. Chaperones are expected to enforce the guidelines and rules as set by the teacher.
4. Chaperones are to visit the school front office to obtain field trip pass within two days of the scheduled trip.
5. Non-school employees must provide their own transportation to and from the field trip location. (In extenuating circumstances this may be allowed with the approval of the Superintendent. Must meet requirements in accordance with the Jessica Lunsford Act.)
6. Only children in the designated field trip class are to accompany parent chaperones.
7. Students who have debts at the school will not be able to attend any field trips until the debt is paid in full.

8. Students who have 3 referrals in the school year, that are classified as a level II or higher, will not be allowed to attend any field trips.
9. Students that are considered truant under the Truancy Policy in statute (F.S. 1003.26) will not be allowed to attend any field trips.
10. Students must have a Semester GPA of 2.0 in core classes to participate.

Most field trips have an educational purpose. Assignments may be a part of any field trip. Students who miss a trip in which an assignment is given may be required to do an alternative assignment.

* **Each grade will be allowed two field trips for the school year.**
  (1 in county and 1 out of county)

Disciplinary Procedures

Since misconduct of any degree of frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors.

A wide range of alternatives is offered as consequences of infractions. Positive means of discipline will be used to solve behavioral problems whenever possible. Such actions include conferences by various school personnel to determine the nature of the students' difficulty and to aid the student in working out a plan to resolve the problem.

Other alternative measures are available to impress upon the student that disruptions to the learning environment will not be tolerated. Because some behaviors are more serious and disruptive than others, the frequency, nature, and degree of the misconduct as well as the age of the student will determine the specific disciplinary action to be taken. The principal or designee will make the decision as to which alternative properly suits the infraction.

Examples of disciplinary actions include, but are not limited to:

- Administrative change in school program
- Alternative assignments with the purpose of modifying behavior
- Assignment of school chores
- Break / P.E. detention
- Corporal punishment
- In School Suspension
- Parent conference, letter, or phone call
- Probation
- Referral for counseling
- Referral for peer mediation when available
- Referral to outside agencies, including law enforcement for prosecution
- Referral to School Board for expulsion
- Suspension from participation in school activities
- Suspension from school
- Suspension from school bus
- Time-out placement
- Verbal or written reprimand
- Withdrawal of school privileges

Violations and Consequences

All consequences are subject to be changed or modified as needed at principal's discretion.

Behavior

Level I Infraction	*Level II Infraction*	*Level III Infraction*	*Level IV Infraction*
• Cheating • Plagiarism • Dress Code Violation • Energy Products • Public Displayof Affection • Vehicle Violation • Minimal Theft	• Abusive, Profane/Obscene Language or Materials • Aggressive Acts • Classroom Disruption/ Horseplay • Defiance ofAuthority • Disobedience • Disrespect/Defiance • Forgery • Physical Altercation • Pornography • Skipping • Theft (Minor) • Vandalism (Minor)	• Burglary/Break in • Bullying • Dangerous Instruments • Disruption (SESIR) • Drugs-over the counter • Fighting • Harassment • Physical Attack (SESIR) • Theft • Tobacco • Trespassing • Vandalism (SESIR)	• Alcohol • Battery • Bomb Threats/ Explosives • Drugs • Firearms • Sexual Battery • Sexual Harassment • Threatening use of Dangerous Instruments • Child Pornography

- The above list is not considered all inclusive. For a list of all infractions and consequences, please refer to Liberty County School District's Code of Conduct. The administrator may, due to the severity and nature of the offense, deviate from the above prescribed consequences and administer a more appropriate disciplinary action.
- Minor classroom disruptions are expected to be handled by the classroom teacher.However, once three minor disruptions have occurred within one week, the student will be referred to administration for disciplinary action.

Infractions: Level I

Any serious and/or repeated Level I infractions may be considered as Level II-IV infractions. Level I offenses committed in a more serious, harmful, or disruptive manner may be considered Level II-IV infractions. The following Level I infractions are prohibited:

Cheating – willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. A student who is found to have cheated on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Code of Student Conduct. When grade reduction is determined to be an appropriate disciplinary measure, the student's parent(s) or legal guardian shall be notified.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	At teacher's discretion	1st offense	Alternative Assignment / Parent Contact	1st offense	Alternative Assignment - Half Credit / Parent Contact
2nd offense	At teacher's discretion	2nd offense	Alternative Assignment (Half Credit) & Parent Contact	2nd offense	Receive a zero / Parent Contact
3rd offense	At teacher's discretion	3rd offense	Receive a zero / Parent Contact	3rd offense	Treated as Defiance / Receive a zero

Dress Code Violation – Non-conformity to the established Dress Code.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	At teacher's discretion	1st offense	Parent Contact / Change Clothes	1st offense	Parent Contact / Change Clothes/ **(May lose privileges)**
2nd offense	At teacher's discretion	2nd offense	Parent Contact / Change Clothes / Detention	2nd offense	Parent Contact / Change Clothes / Detention
3rd offense	At teacher's discretion	3rd offense	Same as above / 1 week of detention	3rd offense	Same as above/ 1 day of ISS

Energy Products – the use of energy products with a high content of caffeine and/or energy blends on school grounds, transportation, or at school related activities.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	N/A	1st offense	Confiscation / Warning	1st offense	Confiscation / Warning
2nd offense	N/A	2nd offense	Confiscation / Detention	2nd offense	Confiscation / Detention
3rd offense	N/A	3rd offense	Confiscation / ISS (2) or Corporal Punishment (3)	3rd offense	Confiscation / ISS (2) or Corporal Punishment (3)

Public Display of Affection – any inappropriate behavior between 2 or more students which involves kissing, hugging, touching, sitting, etc.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	N/A	1st offense	Warning	1st offense	Warning
2nd offense	N/A	2nd offense	Detention (3)	2nd offense	Detention (3)
3rd offense	N/A	3rd offense	ISS (1)	3rd offense	ISS (1)

Minimal Theft – unauthorized taking, carrying, or concealing the property of another person without threat, violence, or bodily harm (up to $50 in value).

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	At teacher's discretion	1st offense	Restitution + ISS (1) or Corporal Punishment (2)	1st offense	Restitution + ISS (1) or Corporal Punishment (2)
2nd offense	At teacher's discretion	2nd offense	Restitution + ISS (3)	2nd offense	Restitution + ISS (3)
3rd offense	At teacher's discretion	3rd offense	Restitution + OSS (1)	3rd offense	Restitution + OSS (5)

Vehicle Violation – failure to adhere to the district and school vehicle guidelines (see Section III: Vehicle Rules) [SBP: 5.36]

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	N/A	1st offense	N/A	1st offense	ISS (3)
2nd offense	N/A	2nd offense	N/A	2nd offense	5 Days – Driving Privileges Revoked (on school grounds)
3rd offense	N/A	3rd offense	N/A	3rd offense	10 Days – Driving Privileges Revoked & SRO Referral

Infractions: Level II

Any serious and/or repeated Level II infractions may be considered as Level III-IV infractions. Level II offenses committed in a more serious, harmful, or disruptive manner may be considered Level III-IV infractions. The following Level II infractions are prohibited:

Abusive, Profane, Obscene Language/Materials – use of either oral or written language, electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	1st offense	Parent Contact / Detention	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention	2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	ISS (3)
3rd offense	Detention or Corporal Punishment	3rd offense	ISS (3)	3rd offense	OSS (1)

Aggressive Acts – a less severe act than physical attack that includes, but not limited to hitting, kicking, pushing, tripping, or biting etc. another individual. This act has only one aggressor or occurs without provocation.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Detention / Parent Contact	1st offense	Detention / Parent Contact	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention / Parent Contact	2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	ISS (2) or Corporal Punishment (3)
3rd offense	Detention / Parent Contact	3rd offense	ISS (3) or Corporal Punishment (3)	3rd offense	OSS (2)

Classroom Disruption/Horseplay (Non-SESIR) – conduct or behavior that interferes with or disrupts the orderly process of the school environment, a school function, transportation, or extracurricular/co-curricular activity.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Warning and / or Parent Contact	1st offense	Detention or Corporal Punishment (2)	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention (1) or Corporal Punishment (2)	2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	ISS (2) or Corporal Punishment (3)
3rd offense	Detention (2) or Corporal Punishment (3)	3rd offense	ISS (3) or OSS(1)	3rd offense	OSS (3)

Defiance of authority, Willful Disrespect, or Interference with School Authority – adaring or bold resistance of authority, open disregard, contempt. More serious in naturethan disobedience on or off campus

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Detention and / or Parent Contact	1st offense	ISS (2) or Corporal Punishment (3)	1st offense	ISS (3) or OSS (1)
2nd offense	Detention or Corporal Punishment (1)	2nd offense	ISS (3)	2nd offense	OSS (3)
3rd offense	Detention or Corporal Punishment (2)	3rd offense	OSS (3)	3rd offense	OSS (5) and / or alternative placement

Disrespect/Disobedience– conduct or behavior which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of people. This includes, but is not limited to, hurtful acts, words or behavior committed by one or more students against another. Disrespect toward staff is defined as rude, abrasive, or insulting conduct.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	1st offense	Detention	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention	2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	ISS (2) or Corporal Punishment (3)
3rd offense	ISS (1) or Corporal Punishment (2)	3rd offense	Treated as Defiance	3rd offense	Treated as Defiance

Wireless Communication Devices (Cell Phone/Ear Buds/Air Pods)– Failure to comply with school rules outlined on pgs. 21-22 of this handbook (Ear Buds/Air Pods may only be visible before/after school and during lunch). In grades 3-12, schools will document the first two offenses internally and proceed with local guidance (hold phone/parent pick-up). Upon the 3rd offense for 3-12, a referral will be entered, and the matrix below will be followed.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	3rd offense	Detention	3rd offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention	4th offense	ISS (1) or Corporal Punishment (2)	4th offense	ISS (2) or Corporal Punishment (3)
3rd offense	ISS (1) or Corporal Punishment (2)	5th offense	Treated as Defiance	5th offense	Treated as Defiance

Wireless Communication Devices (recording a fight/battery/inappropriate content)
Use of a WCD in recording a fight, battery, or any other inappropriate content and/or sharing it with others (social media, airdrop, text, etc.).

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	1st offense	ISS (2) or Corporal Punishment (2)	1st offense	OSS (3)
2nd offense	Detention	2nd offense	OSS (3)	2nd offense	OSS (5)
3rd offense	ISS (1) Corporal Punishment (2)	3rd offense	OSS (5)	3rd offense	Alternate Placement

Forgery – The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	1st offense	ISS (1) or Corporal Punishment (2)	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention	2nd offense	ISS (2) or corporal punishment (3)	2nd offense	ISS (2) or corporal punishment (3)
3rd offense	ISS (1) Corporal Punishment (2)	3rd offense	OSS (2)	3rd offense	OSS (2)

Physical Altercations – physical conflicts between two or more persons that do not require physical restraint or cause injury, at principal's discretion, without regard to who was the original aggressor. This offense remains in effect the entire calendar year for Liberty County School District students involved in a fight on school property.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	1st offense	ISS (2) or Corporal Punishment (2)	1st offense	OSS (3)
2nd offense	Detention	2nd offense	OSS (3)	2nd offense	OSS (5)
3rd offense	ISS (1) Corporal Punishment (2)	3rd offense	OSS (5)	3rd offense	Alternate Placement

Pornography – Possession

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	ISS (1) or Corporal Punishment (2)	1st offense	ISS (2) or Corporal Punishment (3)
2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	ISS (3)	2nd offense	OSS (2)
3rd offense	Problem Solving Meeting (consequences to be determined)	3rd offense	OSS (2) Problem Solving Meeting (consequences to be determined)	3rd offense	OSS (3) Problem Solving Meeting (consequences to be determined)

Pornography – Distribution

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	ISS (3)	1st offense	OSS (2)
2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	OSS (3) Problem Solving Meeting (consequences to be determined)	2nd offense	OSS (5) Problem Solving Meeting (consequences to be determined)
3rd offense	OSS (2) Problem Solving Meeting (consequences to be determined)	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Skipping – Class – defined as not being at the assigned area within 10 minutes.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact	1st offense	Detention or Corporal Punishment (1)	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Detention	2nd offense	ISS (1) or Corporal Punishment (2)	2nd offense	ISS (2) or Corporal Punishment (3)
3rd offense	Corporal Punishment (2)	3rd offense	ISS (3)	3rd offense	OSS (1)

Skipping – Leaving Campus – intentionally leaving campus without permission from principal or designee.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention PST	1st offense	ISS (1) or Corporal Punishment (2)	1st offense	ISS (1) or Corporal Punishment (2)
2nd offense	Corporal Punishment (2)/PST	2nd offense	ISS (2) CP (2) PST	2nd offense	ISS (2) Corporal Punishment (3)
3rd offense	PST	3rd offense	ISS (3) PST	3rd offense	ISS (3) PST

Theft of a Minor Nature – unauthorized taking, carrying, riding away with, or concealing the property of another person including motor vehicles without threat,violence, or bodily harm. (Greater than $50 and less than $300)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Restitution / Parent Contact and Detention	1st offense	Restitution and ISS (1) or Corporal Punishment (2)	1st offense	Restitution and OSS (2)
2nd offense	Restitution / Detention or Corporal Punishment (2) PST	2nd offense	Restitution and ISS (2) or Corporal Punishment (3) PST	2nd offense	Restitution and OSS (5) PST
3rd offense	Restitution / ISS / Corporal Punishment (3) PST	3rd offense	Restitution and OSS (3) PST	3rd offense	Restitution and Suspension pending expulsion

Vandalism (Minor) – Under $1000

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Restitution / Parent Contact and Detention	1st offense	Restitution and ISS (3)	1st offense	Restitution and ISS (3)
2nd offense	Restitution / Detention or Corporal Punishment (2)	2nd offense	Restitution and OSS (3)	2nd offense	Restitution and OSS (5)
3rd offense	Restitution / Corporal Punishment (3)	3rd offense	Restitution and Suspension pending expulsion	3rd offense	Restitution and Suspension pending expulsion

Infractions: Level III

Any serious and/or repeated Level III infractions may be considered as Level IV infractions. Level III offenses committed in a more serious, harmful, or disruptive manner may be considered Level IV. The following Level III infractions are prohibited, and violators will be subject to school disciplinary interventions and possible criminal prosecution.

Breaking & Entering / Burglary – unlawful entry with force, or unauthorized presence in a building or other structure or conveyance with evidence of the intent to damage or remove property or harm a person(s). [(SESIR); SS810.02, 810.08, 810.09, and 810.097 Florida Statutes]

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	N/A	1st offense	OSS (3)	1st offense	Suspension Pending Expulsion
2nd offense	N/A	2nd offense	OSS (5)	2nd offense	Suspension Pending Expulsion
3rd offense	N/A	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation. (See Section III: Bullying and Other Forms of Aggression) [(SESIR); SBP: 5.321, S1006.147, Florida Statute]

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contactand Detention	1st offense	OSS (1)	1st offense	OSS (1)
2nd offense	ISS (2) or Corporal Punishment (3)	2nd offense	OSS (3)	2nd offense	OSS (3)
3rd offense	OSS (3)	3rd offense	Alternative Placement/ Possible expulsion	3rd offense	Suspension Pending Expulsion

Dangerous Instruments – possession, distribution of materials, paraphernalia, or items that are dangerous. (See Code of Conduct for description)

Note: Dangerous Instruments used in a threatening or intimidating manner may be considered a Level IV infraction. A threat to use a dangerous instrument on school grounds, on school sponsored transportation, or at any school sponsored activity is prohibited. (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	OSS (1)	1st offense	OSS (1)
2nd offense	ISS (2) or Corporal Punishment (3)	2nd offense	OSS (3)	2nd offense	OSS (3)
3rd offense	OSS (3)	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Disruption on Campus – Major – any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. See SESIR

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	OSS (3)	1st offense	OSS (3)
2nd offense	Detention or Corporal Punishment	2nd offense	OSS (5)	2nd offense	OSS (5)
3rd offense	OSS (3)	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Drug Possession – Excluding Alcohol – using, possessing or being under theinfluence of any controlled drug. (See Code of Conduct for description)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Contact Parent and Law Enforcement	1st offense	3 days OSS Referral to problem solving	1st offense	Suspension Pending Expulsion
2nd offense	Contact Parent and Law Enforcement	2nd offense	5 days OSS Or Alternative Expulsion	2nd offense	Suspension Pending Expulsion
3rd offense	Contact Parent and Law Enforcement	3rd offense	Alternative Placement Pending Expulsion	3rd offense	Suspension Pending Expulsion

Drug Use – Excluding Alcohol – using, possessing or being under the influence of any controlled drug. (See Code of Conduct for description)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Contact Parent and Law Enforcement	1st offense	3 days OSS	1st offense	Suspension Pending Expulsion
2nd offense	Contact Parent and Law Enforcement	2nd offense	5 days OSS	2nd offense	Suspension Pending Expulsion
3rd offense	Contact Parent and Law Enforcement	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Drugs / Over the counter – use, possession, or distribution of over the counter or mood-altering substances, or any substances represented as drugs or drug paraphernalia. Students on medication must abide by established district procedures.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Contact Parent	1st offense	Contact Parent	1st offense	Parent Contact/ Up to 3 days OSS depending on substance
2nd offense	Contact Parent	2nd offense	1 ISS or 2 Corporal punishment	2nd offense	2 ISS or corporal punishment
3rd offense	Contact Parent	3rd offense	3 days of OSS	3rd offense	5 days OSS

Fighting – two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury requiring first aid or medical attention is considered fighting. Depending on circumstances, students may not be punished when defending themselves from the aggressor of the fight. This offense remains in effect the entire calendar year for Liberty County School District students involved in a fight on school property. (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Contact Parent and Detention	1st offense	OSS (1)	1st offense	OSS (3)
2nd offense	ISS (2) or Corporal Punishment (3)	2nd offense	OSS (3)	2nd offense	OSS (5)
3rd offense	OSS (3)	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Harassment /Hate speech – any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that (1) places a student or employee in reasonable fear of harm to his or her person or damage to his or her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or (3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Any willful and/or deliberate word or act (including racial comments),of a serious nature based upon race, color, religion, sex, gender, sexual orientation, age, national or ethnicorigin, political beliefs, marital/family status, disability or disabling condition, social or family background, or harassment for any other reason. (See Section III: Harassment) [SBP: 2.70 and 2.71]

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	OSS (1)	1st offense	OSS (1)
2nd offense	ISS (2) or Corporal Punishment (3)	2nd offense	OSS (3)	2nd offense	OSS (3)
3rd offense	OSS (3)	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

Physical Attack – Physical attack refers to an actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual. This offense remains in effect the entire calendar year for Liberty County School District students involved in a fight on school property. (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent contact/detention	1st offense	ISS (2) Corporal punishment (3)	1st offense	Suspension Pending Expulsion Alternative Placement
2nd offense	ISS (1) Corporal punishment (2) PST mtg.	2nd offense	ISS (3)	2nd offense	Suspension Pending Expulsion
3rd offense	ISS (2) Corporal punishment	3rd offense	OSS (3)	3rd offense	N/A

Sexual Offenses – (Lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force. Subjecting and individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	N/A	1st offense	N/A	1st offense	OSS 5 Days
2nd offense	N/A	2nd offense	N/A	2nd offense	Suspension Pending Expulsion
3rd offense	N/A	3rd offense	N/A	3rd offense	N/A

Theft \ Larceny – taking of property from a person, building, or a vehicle. The unauthorized taking, carrying, riding away with, or concealing the property of anotherperson, including motor vehicles, without threat, violence, or bodily harm. The items must value $300 or more to report in (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact, restitution, and Detention	1st offense	Restitution and ISS (3)/OSS (1)	1st offense	Restitution and OSS (3)
2nd offense	ISS (2) or Corporal Punishment (3) and restitution	2nd offense	Restitution and OSS (5) Suspension Pending Expulsion	2nd offense	Restitution and Suspension Pending Expulsion or Alternate. Placement
3rd offense	Restitution	3rd offense	Restitution and Suspension Pending Expulsion	3rd offense	N/A

Threat (Not death threat) – serious/implied threat to school employee or school property.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	OSS (1)	1st offense	Suspension Pending Expulsion
2nd offense	ISS (2) or Corporal Punishment (3)	2nd offense	OSS (3)	2nd offense	Suspension Pending Expulsion
3rd offense	OSS (3)	3rd offense	OSS (5)	3rd offense	Suspension Pending Expulsion

Threat (Not a death threat)– serious or implied threat to do **bodily harm** to another student. Can be verbal, non-verbal, and electronic and/or witnessed.

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent Contact and Detention	1st offense	Parent Contact and Detention	1st offense	ISS (3) or Corporal Punishment (3)
2nd offense	ISS (up to 2) or Corporal Punishment (3) and Social Skills Lesson	2nd offense	ISS (up to 2) or Corporal Punishment (3) and social skills Lesson	2nd offense	OSS (1)
3rd offense	Problem Solvingor CST Meeting/Parent must attend	3rd offense	Problem Solving or CST Meeting/Parent must attend	3rd offense	OSS (3)

Threat (Death) – **A written or verbal threat to kill another.** Follow procedure for Threat/Intimidation as outlined. [(SESIR); §914.23, Florida Statute] Student makes a death threat: immediate removal (home and/or alternate placement) pending investigation which will not exceed 10 days and all academic assignments will be provided. During this time, an investigation takes place that will, as appropriate, include a psychological evaluation. Upon completion of initial investigation, a committee composed of principal, guidance counselor, teacher, at least one district staff person, and any other pertinent personnel (Threat Assessment Team) will make a recommendation to the Superintendent regarding disciplinary action. If the Sheriff's department has an ongoing investigation that exceeds the 10 days stated above additional removal days will be assigned until the completion of the investigation. The discipline provided by the school is independent of any charges by law enforcement. Possible disciplinary actions at the conclusion of the investigation may include the following.

- Expulsion for a period of 180 days
- Placement at Alternative program for up to 180 days (30, 60, 90, 120, 180)
    - Placement must be completed prior to returning to the assigned school.
- Out of School Suspension

Tobacco/Vaping – The possession, use, distribution, or sale of tobacco, nicotine products or vaping products or paraphernalia on school grounds, school-sponsored events, and/or on school transportation will result in Out of School Suspension. (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent and SRO Contact	1st offense	OSS (2) SRO Citation ($25)	1st offense	OSS (3) SRO Citation ($25) Completion of online tobacco class
2nd offense	Parent and SRO Contact	2nd offense	OSS (3) SRO Citation ($25)	2nd offense	OSS (5) SRO Citation ($25) Completion of online tobacco class
3rd offense	Parent and SRO Contact	3rd offense	OSS (5) SRO Citation ($25)	3rd offense	Suspension Pending Expulsion Possible Alternate Placement

Vandalism – intentional destruction, damage, or defacement of public or private / personal property, without consent of owner or person having custody or control of it. Damage must be valued at $1000 or more, including time and labor to be considered. (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Restitution and Parent / SRO Contact	1st offense	Restitution and Suspension pending expulsion	1st offense	Restitution and Suspension pending expulsion
2nd offense	Restitution and Parent / SRO Contact	2nd offense	Restitution and Suspension pending expulsion	2nd offense	Restitution and Suspension pending expulsion
3rd offense	Restitution and Parent / SRO Contact	3rd offense	Restitution and Suspension pending expulsion	3rd offense	Restitution and Suspension pending expulsion

Infractions: Level IV

Any serious and/or repeated Level I-III infractions may be considered as Level IV infractions. Level III offenses committed in a more serious, harmful, or disruptive manner may be considered a Level IV infraction. The following Level IV infractions are prohibited, and violators will be subject to school disciplinary interventions and possible criminal prosecution.

The following Level IV are prohibited:

- **Alcohol** – possession, sale, purchase, distribution, or use of alcohol beverages. Use means the person is caught in the act of using, admits using or is discovered to have used it during an investigation. Students in violation are subject to the substance abuse program (See Section IV: Substance Abuse Program)
- **Battery** – The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.) (SESIR)
- **Bomb Threat** – any communication that has the effect of threatening an explosion to do malicious, destructive, or physical harm to a school or persons within. (See Code of Conduct for complete description)
- **Drug Sale/Distribution – Excluding Alcohol** – distribution, cultivation, manufacture, sale, purchase, or repeated incidents of any controlled drug, narcotic substance, or any substances represented to be a drug, narcotic, or controlled substance – Students in violation are required to attend substance abuse program (See Section IV: substance Abuse Program) The student or substance may be required to be tested (See Section IV: Drug Testing) [(SESIR)SBP 3.42]
- **Firearms** – the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) is prohibited. Firearm means any weapon (including a starter gun) which will expel, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, any destructive device; or any machine gun. (See District Code of Conduct for further description)
- **Other Major** – any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. Examples: student producing or knowingly using counterfeit money, participating in gambling activities, possessing child pornography, or possessing drug paraphernalia.

- **Sexual Battery** – any sexual act or attempt directed against another person, forcibly and/or against the persons will including person's incapable of giving consent because of age or because of temporary or permanent mental incapacity. The category includes rape, touching of private parts of another person (either through human contact or using an object), child molestation, and sodomy. This level warrants calling law enforcement (SESIR)
- **Sexual Harassment** – unwanted verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create and intimidating, hostile, or offensive educational environment. (See Code of Conduct for complete description)
- **Threatening Use of Dangerous Instruments** – the threat and use of, or the control of any dangerous instrument (as defined in Level III), paraphernalia, orobject (other than a firearm or weapon) which could be used to inflict harm onanother person or used to intimidate any person and is not being used for the purpose for which it was normally intended. (SESIR)

Grade K-2		Grade 3-5		Grade 6-12	
1st offense	Parent / SRO Contact and OSS (3)	1st offense	Suspension Pending Expulsion	1st offense	Suspension Pending Expulsion
2nd offense	Parent / SRO Contact and OSS (5)	2nd offense	Suspension Pending Expulsion	2nd offense	Suspension Pending Expulsion
3rd offense	Parent / SRO Contact and OSS (10)	3rd offense	Suspension Pending Expulsion	3rd offense	Suspension Pending Expulsion

All policy violations beyond the 3rd offense will be treated as defiance/ insubordination and most likely will result in out-of-school suspension or alternative placement.

Seven Cumulative Referrals (Major) for the school year will result in a minimumof 5 days of OSS and a recommendation for the student to be expelled or placed in an alternative setting. Prior to this consequence being applied, documentation of problem-solving meetings, and documented Tier II, or Tier III interventions, to include data, must be on file and reviewed by appropriate District office personnel.

Definitions for all infractions and interventions are listed in the Liberty CountySchools Student Code of Conduct.

Zero tolerance for Crime and Substance Abuse - The Liberty County School Board has adopted a policy of zero tolerance for crime, violence, and substance abuse. This policy requires that student infractions of school board policies governing student behaviors in these areas shall result in the most severe consequences provided by school board policy. These infractions will be reported to Law Enforcement. Acts that pose a threat to school safety will be reviewed and acted upon by the threat assessment team at each school. Minor referrals are not to be considered Zero Tolerance infractions and will not be reported to law enforcement. (Examples: minor fights, disruptions, non-death threats., etc.)

Controlled substances – The use or possession of illicit drugs or alcohol is wrong and harmful. Any 5th-12th grade student discovered using, possessing, offering for sale, or giving to another person any drug or other controlled substance, any paraphernalia, or any form of alcoholic beverage during the time he/she is under school authority shall be subject to suspension and/or expulsion. in such case, the student and parent will be afforded an opportunity to meet in a conference with the principal.

All repeated Level II or higher infractions will require a Problem Solving/CST Meeting with parent involvement. The intent is to determine the root cause of behavior and teaching of replacement behaviors.

The above list is not all inclusive and is meant only as a guide for the principal, assistant principal, or designee. The administrator may, due to severity and nature of the offense, deviate from the above prescribed consequences and administer a more appropriate disciplinary action.