

# **STUDENT HANDBOOK**








## **Table of Contents**

School Logo












Introduction/Foreword

## **SECTION 1**

### **GENERAL KNOWLEDGE**




-  History
-  General school information
-  Vision Statement
-  Mission Statement
-  School Motto
-  Core Values
-  School Prayers

## **SECTION 2**

-  Enrollment Procedures
-  Prospective Students
-  Fees
-  Uniforms
-  Birthdays
-  Absences and Illnesses
-  Clubs
-  Honour Roll
-  Houses
-  Emergency Contact
-  Arriving and Leaving School

## **SECTION 3**

### **School Rules and Regulations**

-  Rules and Expectations of Students
-  Conduct on Campus
-  Disciplinary Plan

## **Section 4 – Anthem, Pledge & School Song**

- ✚ National Anthem: Eternal Father ...
- ✚ National Pledge: Before God ...

## **School Logo**

### **Introduction/ Foreword:**

Dear Parents/Guardians,

Welcome to Liberty Learning Centre. We hope to enjoy a productive partnership and that your child/ward will quickly become relaxed with us. We are a proud, happy, and caring school that boasts a positive family atmosphere where team spirit and warmth exist. Liberty Learning Centre ensures that each child receives the best treatment a school can offer.

Liberty Learning Centre Handbook will inform you, the parent/guardian, about the school's history, our core values, goals and objectives. On reading the book, you will find that we have set out rules and guidelines to help you understand that school is not the sole provider of a child's education. You will find the guidelines very helpful since they will inspire you to assist your child to exhibit their best performance (academically and socially) during their time at Liberty. We, therefore, depend on your support and collaboration that will enable us to do our best for your child.

Where needed, we will regularly review different sections in this handbook. We will update you on any adjustments that we may make during the course of the school year. So, you will become informed about any changes to the handbook in your WhatsApp class group or group meetings. Please feel free to contact us for any additional information that you may need. Additionally, since we are open to suggestions toward further and future development, we will welcome your input.

We look forward to having you as part of our school family and having you uphold and adhere to our principles as stated here in the handbook.

Principal: Rosemarie Brent-Harris

Liberty Learning Centre

## **Section 1**

### **History of Liberty Learning Centre at Tower Isle**

In January 2013, the little school at Tower Glades, Tower Isle, across the road from the Couples Hotel, was taken over by a new management team that Mrs. Rosemarie Brent-Harris, founder and director, headed. The school was then called Liberty Learning Centre, in Tower Isle, St. Mary.

The new school, though sister to the Liberty Learning Centre in Portland, was managed by a different board of directors. Its first principal, Ocean Brent-Harris, controlled the institution's operations supported by our first chairman Mr. Delvalle Banbury.

In January 2013, under the guidance of Ms. Ocean Brent-Harris, Liberty Learning Centre began with 17 students. The school year ended in July with over 50 students. This steady growth has continued. At our immature closure in March 2020 (due to the COVID-19 pandemic), the school had 179 students and 15 full-time class teachers. We give God all the glory for His many blessings upon our institution.

In May 2017, Miss Ocean Brent-Harris migrated. Principal, Miss Ocean Brent-Harris, laid a firm foundation and made tremendous contributions to the institution, which grants Liberty Learning Centre the privilege to experience splendid growth over the years leading to further development and innovations. Miss Anneke Walker assumed the principal role on Miss Brent-Harris' departure.

In 2018, our board of directors changed. Mrs. Olivette Lue-Nicholson became head of the school board, with Mrs. Audette Isaacs as Vice-chairman.

In 2019 (summer), Mrs. Isaacs assumed two additional roles: she became a full partner and Director of Liberty Learning Centre.

As a team, we continue to work assiduously to position ourselves in the top echelons of the educational landscape. We have a cadre of dedicated staff from all levels. They have bought into our vision of delivering excellence and incomparable care to our children, thereby contributing to the happiness of their families.

Liberty Learning Centre will continue under the guidance of Almighty God to provide the service that builds leaders, supports family values, and caters to the holistic development of all those we serve.

## **GENERAL SCHOOL INFORMATION**

Location: Tower Glades, Tower Isle

Email: llctowerisle@gmail.com

Telephone contacts: (876) 521-2104 or (876) 422-9310

Website:

Instagram:

### **School Office hours**

During school days: 7:00 am – 5.00 pm

During holidays: 9:00 am – 4:00 pm

### **Our Vision**

Liberty Learning Centre exists to provide a positive environment in which students can develop the skills required to make healthy life choices and to maintain those behaviors which are in keeping with a wholesome self and society. Through the consistent training of those employed to the institution and their exposure to new and innovative methods of lesson delivery and by themselves being role models to the students and their parents, Liberty Learning Centre envisions a bright and prosperous future for our nation.

### **Our Mission**

Liberty Learning Centre's main objective is to provide education of the highest quality. It is our aim to assist our students to develop to their full potential. We will provide opportunities inside and outside the classroom that will cater to their holistic development. Liberty Learning Centre will endeavour to foster the development of honesty, friendship, loyalty and truth among all our students. We will endeavour to provide opportunities for our students to excel in all areas of their development: artistic, spiritual, emotional and physical. Our students will be challenged to think not just nationally but globally thereby being able to function in an ever-changing world.

- Motto – **See handbook**

- **Our Core Values**

Our core values represent the five terms by which we live and work together at our institution. Living by these values enhances our ability to work together as a team and to raise our children to be respectful leaders. Our core values are:

-  Integrity
-  Teamwork
-  Leadership
-  Excellence
-  Respect

- **School Prayers - See handbook**

Morning -

Lunch -

Return -

School leaving -

- **Enrollment Procedures** - All school fees are non-refundable. Please ensure that payments are made in full by the specified deadlines. Non-payment of fees may affect your child's ability to continue enrollment.
- **Prospective Students - See handbook**
- **Fees - See handbook**

### **School Uniforms**

**Costs:** Polo shirts – \$2,000.00 each

PE gear – \$3000.00

#### **Kinder - Grade 5**

- Dark blue jeans
- School polo tops
- White sneakers
- White socks
- Black belt

<b>DAYS</b>	<b>UNIFORMS - POLO</b>
Monday	White
Tuesday	Blue
Wednesday	Yellow
Thursday	Red
Friday	PE Gears
NB. Uniforms are replaced by PE gears on the days timetabled for Physical Education	

**The PE gears and Polo shirts are sold exclusively at the school.**

**No jeans with cutouts, designs or bleached patterns are allowed.**

**No jumpers or overalls are to be worn.**

**The appropriate bottoms for boys include knee length jeans, shorts or full-length jeans pants (ALL DARK BLUE).**

**The accepted bottoms for girls include full length jeans pants, shorts**

### **Grade 6 Dress Code**

Boys	Girls
Dark blue dockers pants	Dark blue dockers skirt (provided by the school)
Appropriate polo tops	Appropriate polo tops
Black dress shoes	Black shoes
Black socks	White socks
Black belt	
NB. Uniforms are interchangeable with regular school uniforms	

**If students are unable to wear the proper uniform at any time, an excuse must accompany them whether written, text or phone call.**

- **BIRTHDAYS**

**See handbook**

## **ABSENCES AND ILLNESSES**

Once a child has a communicable disease, the child **MUST** stay home until the symptoms and signs have subsided or for the number of days that the doctor specifies so that children may not get sick as a result.

If a student is absent from school consecutive days or more, the school **<UST** be notified via phone call and a formal letter from the child's healthcare provider, which must be submitted upon return to school.

## **CLUBS**

There is a variety of cocurricular activities available for students' growth and development. It becomes mandatory for students to get involved in at least one club. However, students may participate in more than one club if they so desire.

### **Available Clubs**

#### **Held once per week**

- Brownies
- Visual Arts
- Environmental
- K-Kids
- Literacy Circle
- 4-H
- Performing Arts

#### **Held twice per week**

- Karate
- Football (Students will need to have football gears, football socks and shoes in keeping with the school colours)

NB. Dues are collected each week towards the functioning of each club **(\$100.00)**

## **HONOUR ROLL**

Students who attain a 95% average and above will receive the Honour Roll Award (HRA) at the end of each term. The student must consistently maintain excellent records in the following areas:

- ✚ Showing respect for others.
- ✚ Being punctual for school.
- ✚ Wearing the correct school uniform

- ✚ Participation in school activities
- ✚ Demonstration of exemplary behaviour inside and outside of the classroom
- ✚ Show a caring attitude for others.

## **HOUSES**

Liberty Learning Centre has three houses named after the following persons:

- Mr. Delvalle Banbury – First Board Chairman
- Mr. Howard Paulwell – Board Member
- Mrs. Norma Wilson – Original Owner of the property that houses the school.

The colours worn are:

- Banbury (red)
- Paulwell (yellow)
- Wilson (blue)

Students are placed into houses upon being registered at the institution and will remain in the same house throughout their tenure at the school. An equal number of teachers is also placed in each house to assist and lead the children in house activities that are held.

## **EMERGENCY CONTACT**

Each child should have at least one emergency contact on his/her file. This person will only be contacted in the event of an emergency, if their parents/guardian are unreachable. Failing this, medical attention will be sought by the institution.

## **ARRIVING AND LEAVING SCHOOL**

Upon arriving at the school, students will be guided inside by the school's security personnel as well as assigned staff. If the security personnel is not at the gate, an adult must take the student inside. To be punctual students may arrive at school between the hours of 7:30 and 8:15 am.

If someone other than the child's usual driver will be picking up the child from school, the class teacher or principal must be notified beforehand. Children WILL NOT be allowed to leave the campus with an unknown person.



School ends at 2:30 on a regular school day. Students SHOULD be picked up between 2:30 and 3:30 pm, unless engaged in an approved after school session. Any time after the stipulated pick up hours will be considered as **After Care and will incur a cost.**

## **Section 2**

### **RULES AND STUDENTS' EXPECTATIONS**

#### **Students must**

1. Access the Smartterm platform for home work, assignments and additional class activities.
2. Properly complete and deliver their homework/assignments on time.
3. Desist from fighting, hitting or hurting others.
4. Show respect to peers, teachers other staff members and visitors to the institution at all times.
5. Demonstrate obedience to the adults and student body members in the school.
6. Be punctual for school and all other events being held at the school. If you will be late, you must call or have a written explanation upon arrival.
7. Avoid using curse words/expletives. **THESE WORDS ARE FORBIDDEN.**
8. Be properly attired for school.
9. Speak correct English at all times.
10. Use their inside voices while speaking in their classrooms.
11. Always practise using courtesy words like please, thank you, excuse me and I am sorry.
12. Respect school property.
  - Keep the walls and the entire environment clean – free from graffiti and dirt.
  - Always sit steadily and quietly on the chairs.
  - Sit only on the chairs provided.
  - Play carefully with toys and materials given to you at school.

**NB. If you break/destroy school property, for example, tables, chairs and other items the student (s) involved will be required to pay for the replacement of the object.**

13. Students will address persons with the appropriate titles – Teacher, Miss, Sir, Auntie, or Uncle.
14. Use the bins that are provided to dispose of garbage.
15. Ensure that personal classroom spaces are clean at all times.
16. Abstain from throwing stones or any other objects.

17. Avoid taking cell phones to school unless the administrators grant permission. Failure to adhere to the cellphone rule will result in the cellphones getting confiscated.
18. Bring tablets and laptops to school upon requests from teachers.
19. Walk carefully to your destinations or move around the school in an orderly manner.
20. Neatly cut hair without any designs (**Applicable to the boys**).

### **OTHER**

21. Chewing gums is strictly prohibited.
22. Wearing wrist watches are allowed for both boys and girls.
23. Girls may wear small silver sleepers or knobs.
24. Girls may wear hair accessories in accordance with the school's permission. However, **HAIR EXTENSIONS ARE NOT ALLOWED.**
25. The language of the school is standard English and **MUST** be spoken at all times.

### **SECTION 3: CONDUCT ON CAMPUS (ADULTS)**

- ✚ All adults invited onto the school compound must always dress appropriately and modestly (no spaghetti straps, hair rollers, excessively short shorts, revealing garments or sleeveless undershirts).
- ✚ Adults must always display proper conduct/behaviour all times on the school's campus for children to model.
- ✚ Adults must avoid Loud, disrespectful aggressive behaviour, expletives/curse words or fighting (verbally or physically).
- ✚ Adults must avoid cursing or physically hitting children on the campus
- ✚ Adults will desist from smoking or drinking alcoholic beverages while on the campus. Such practices equal NO, NO!

### **DISCIPLINARY PLAN**

In the event that the teacher experiences problems with any of the children, the following guidelines stating the DO's and DON'Ts should be observed:

1. Students who misbehave during class time may be placed on TIME OUT. They will be asked to sit alone for a period not exceeding 5 minutes. This time will help them to become settled to rejoin the class soon thereafter.

If this measure fails, the student will be taken to the Dean of Discipline who will further employ corrective measures.

2. Students will not receive any form of corporal punishment whether hitting, beating or pinching.
3. Adults abstain from hitting or physically abusing their children on the school's premises.
4. Students will receive comfort and assurance from the way a teacher speaks to or with them.
5. A child will not be sent out of class as a form of punishment. Similarly, a student on TIME OUT should be taken outside alongside the other students.
6. Students will not be asked to clean a classroom, the school yard or bathroom as a form of punishment.
7. It's a crime to exempt students from a learning activity as a form of punishment.
8. students should Not write lines as a form of punishment.
9. students will receive punishment based on the committed offence.
10. Students should receive the right to consume food, which should **NOT** be used as a form of punishment for any misdemeanor.

**NB.** If a student continuously fails to adhere to the rules of the institution, or respond positively to accommodations, a meeting will be set up with child's adult care giver to discuss methods of behaviour modification.

#### **SECTION 4: NATIONAL ANTHEM and PLEDGE**

##### The Jamaican National Anthem

Eternal Father bless our land,  
Guard us with Thy Mighty Hand,  
Keep us free from evil powers,  
Be our light through countless hours.  
To our Leaders, Great Defender,  
Grant true wisdom from above.  
Justice, Truth be ours forever,  
Jamaica, Land we love.  
Jamaica, Jamaica, Jamaica land we love.

Teach us true respect for all,  
Stir response to duty's call, strengthen us the weak to cherish,  
Give us vision lest we perish.  
Knowledge send us Heavenly Father,  
Grant true wisdom from above.  
Justice, Truth be ours forever,  
Jamaica, land we love.  
Jamaica, Jamaica, Jamaica land we love.

### **NATIONAL PLEDGE**

Before God and all mankind, I pledge the love and loyalty of my heart, the wisdom and courage of my mind, the strength and vigour of my body in the service of my fellow citizens; I promise to stand up for Justice, Brotherhood and Peace, to work diligently and creatively, to think generously and honestly, so that Jamaica may, under God, increase in beauty, fellowship and prosperity, and play her part in advancing the welfare of the whole human race.