

Liberty Middle School



Student Handbook 2011-2012

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WELCOME BACK!

To the Liberty Middle School Community:

It is with great pleasure that I welcome everyone to Liberty Middle School for the 2011 – 2012 School Year. Mr. Schacher and I are looking forward to working with the students, parents, faculty, and staff this year as we continue to work towards improving the educational program at Liberty Middle School. Middle school can be one of the most wonderful and rewarding times in a person's life. I hope that, together, we can create a great academic experience for everyone. Students should consider participating in at least one of the many activities we have to offer; research has shown that when a student is active in his or her school, they fare well academically. The faculty, staff, and administration at Liberty Middle School will always be there to provide support to the students as they continue their educational journey and remember . . . ***be responsible, be respectful, be there, be ready and follow directions.***

Let's make this an outstanding year for the entire school community!

Mr. Jack Strassman
Principal



LIBERTY MIDDLE SCHOOL MISSION STATEMENT

The mission of the Liberty Central School District is to inspire all students to pursue their dreams and to contribute and thrive in a diverse community.

LIBERTY CENTRAL SCHOOL DISTRICT EXPECTATIONS POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a proactive systems approach to preventing and responding to classroom and school disciplinary challenges. PBIS promotes both social and academic success through motivating students by providing incentives for positive behaviors, teaching them to make positive choices, and teaching them how to behave by focusing on desired behaviors as opposed to primarily inappropriate ones.

- ◆ BE RESPONSIBLE
- ◆ BE RESPECTFUL
- ◆ BE THERE, BE READY
- ◆ FOLLOW DIRECTIONS

Parental Involvement

The Liberty Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education and parental responsibility for all aspects of their child's education.

Parents can become partners in their child's education by:

- Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
- Discussing with guidance counselors, teachers and principals the options and opportunities available to their child.
- Monitoring their child's academic progress and contacting teachers when necessary.
- Attending scheduled parent/teacher conferences.
- Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.

Learning does not end when the school day is over. The Liberty Central School District encourages parents to set aside time for reading, informal learning activities and assisting their child with homework assignments.

Parents with Disabilities

Parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the district, particularly those which are designed for parental involvement and are directly related to a child's academic progress and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel).

Requests for accommodations should be directed to the Student Services Office (292-5400 ext. 5102) at least 10 business days prior to the scheduled activity or program. Such requests should include a description of the parent's needs and the specific accommodation they are requesting.



**PARENT PORTAL
LIBERTY MIDDLE SCHOOL 2011-2012**

Parents/guardians will be able to securely access their child's information in our student management system via the Internet. Viewable information through this portal includes: your child's schedule, attendance (daily & course), discipline, progress reports, report cards, and individual class averages and assignments (as determined by the teacher). In addition, parents/guardians will be able to email teachers from within the portal.

In order to get started we will need some information from you:

1. ONLY parents/guardians who request parent portal access will be granted access to this system. Send an email to MSParentPortal@Libertyk12.org, from your current email address. For example, if your email address is sam@yahoo.com, then you must send this initial request from that email address. Your email address will become your username for the parent portal. Also, any email correspondence between you and the school, through this parent portal, will go to this email address.
2. In the subject line of your email type parent portal access.
3. In the body of the email, please include the following: your name and the name and grade of your child as indicated in the school records. (Joseph Smith grade 10, not Joey Smith)

Within one week after you submit your request, you will receive an email with instructions for logging into the parent portal, getting a temporary password, changing your password, and navigating the site. These instructions will also be posted on the liberty website at www.Libertyk12.org. If you have questions during this process that cannot be addressed from the instructions on the website, please email MSParentPortal@Libertyk12.org for assistance.

Please understand that the Liberty Central School District DOES NOT have access to your password. If you forget your password, please use the system process to acquire a new one. No one in the district is authorized to reset your password. We hope that you will find this information helpful as we strive to increase communication between school and home.



**LIBERTY MIDDLE SCHOOL
2011-2012 BELL SCHEDULE**

PD	REGULAR
HR	8:00 AM - 8:12 AM
1	8:15 AM - 8:57 AM
2	9:00 AM - 9:42 AM
3	9:45 AM - 10:27 AM
4	10:30 AM - 11:12 AM
5	11:15 AM - 11:57 AM
6	12:00 PM - 12:42 PM
7	12:45 PM - 1:27 PM
8	1:30 PM - 2:12 PM
9	2:15 PM - 2:57 PM

PD	HALF-DAY
HR	8:00 AM - 8:12 AM
1	8:15 AM - 8:39 AM
2	8:42 AM - 9:06 AM
3	9:09 AM - 9:33 AM
4	9:36 AM - 10:00 AM
8	10:03 AM - 10:27 AM
9	10:30 AM - 10:54 AM
5	10:57 AM - 11:21 AM
6	11:24 AM - 11:48 AM
7	11:51 AM - 12:15 PM

PD	TWO-HOUR DELAY
HR	10:00 AM - 10:09 AM
1	10:12 AM - 10:41 AM
2	10:44 AM - 11:13 AM
3	11:16 AM - 11:45 AM
4	11:48 AM - 12:17 PM
5	12:20 PM - 12:49 PM
6	12:52 PM - 1:21 PM
7	1:24 PM - 1:53 PM
8	1:56 PM - 2:25 PM
9	2:28 PM - 2:57 PM

PD	THREE-HOUR DELAY
HR	11:00 AM - 11:12 AM
1	11:15 AM - 11:37 AM
2	11:40 AM - 12:02 PM
5	12:05 PM - 12:27 PM
6	12:30 PM - 12:52 PM
7	12:55 PM - 1:17 PM
3	1:20 PM - 1:42 PM
4	1:45 PM - 2:07 PM
8	2:10 PM - 2:32 PM
9	2:35 PM - 2:57 PM

PD	CONCERT
HR	8:00 AM - 8:07 AM
1	8:10 AM - 8:38 AM
2	8:41 AM - 9:09 AM
3	9:12 AM - 9:40 AM
8	9:43 AM - 10:11 AM
9	10:13 AM - 10:42 AM
4	10:45 AM - 11:13 AM
5	11:16 AM - 11:44 AM
6	11:47 AM - 12:15 PM
7	12:18 PM - 12:46 PM
HR	12:50 PM - 12:55 PM
CONCERT	1:10 PM - 2:40 PM
HR	2:50 PM - 2:57 PM



**PROGRESS AND MARKING PERIOD TIME TABLE
LIBERTY MIDDLE SCHOOL 2011-2012**

Drop/Add Deadline – September 23, 2011

PERIOD	PERIOD ENDS	TOTAL DAYS	GRADES DUE TO BE SUBMITTED BY 9:00 AM	REPORT CARDS MAILED HOME
1 ST PROGRESS	October 7, 2011	22	October 12, 2011	October 14, 2011
1 ST QUARTER	November 11, 2011	23	November 16, 2011	November 18, 2011
2 ND PROGRESS	December 16, 2011	22	December 21, 2011	December 23, 2011
2 ND QUARTER	January 27, 2012	24	February 1, 2012	February 3, 2012
3 RD PROGRESS	March 2, 2012	22	March 7, 2012	March 9, 2012
3 RD QUARTER	April 6, 2012	24	April 18, 2012	April 20, 2012
4 TH PROGRESS	May 18, 2012	25	May 23, 2012	May 25, 2012
4 TH QUARTER	June 22, 2012	24	June 23, 2012	June 26, 2012

Second Semester begins Monday, January 30, 2012



**PARENT-TEACHER CONFERENCES
LIBERTY MIDDLE SCHOOL 2011-12**

Thursday, November 17, 2011 - 5:30 PM - 7:30 PM
Friday, November 18, 2011 - 1:00 PM - 4:00 PM



**OPEN HOUSE
LIBERTY MIDDLE SCHOOL 2011-12**

Thursday, September 15, 2011 - 7:00 PM - 9:00 PM



2011-12 Academic Calendar Liberty Central School

SEPTEMBER '11						
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	

1 & 6 Conference days
5 Labor Day-Closed
29 School Closed

(17 Student days)
(2 Conference days)

OCTOBER '11						
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					

6 Early Dismissal "Emergency Drill"
7 Conference Day
10 Columbus Day-Closed

(19 Student days)
(1 Conference day)

NOVEMBER '11						
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 - Closed
18 Half Day
23-25 Thanksgiving Break - Closed

(18 Student days)
(0 Conference days)

DECEMBER '11						
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

26-30 Winter Break- Closed

(17 Student days)
(0 Conference days)

JANUARY '12						
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				

1-2 Winter Break - Closed
16 M.L. King Jr. Day-Closed
24-27 Regents Exams

(20 Student days)
(0 Conference days)

FEBRUARY '12						
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			

17 Conference Day
20 President's Day - Closed

(19 Student days)
(1 Conference day)

MARCH '12						
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

16 Conference day

(21 Student days)
(1 Conference day)

APRIL '12						
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					

6-13 Spring Break

(15 Student days)
(0 Conference days)

MAY '12						
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		

15 Half Day "School Budget Vote"
28 Memorial Day -Closed

(22 Student days)
(0 Conference days)

JUNE '12						
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

13-22 Regents Exams
23 Graduation (10:00 a.m.) in HS Gymnasium

(16 Student days)
(0 Conference days)

<p>Snow Days: 7</p> <hr/> <p>184 Student Days 5 Supt. Conf. Days 189 Total Days</p>	<p><u>Make-up Days</u> If we have 6 snow days prior to March 9, March 16th becomes a student day and the conference day moves to June 22</p>	<p><u>Give Back Days</u> 1st day added May 25 2nd day added April 5 3rd day added April 16</p>	<p><u>LEGEND:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Half Day</td></tr> <tr><td style="text-align: center;">Conference Days</td></tr> <tr><td style="text-align: center;">Regents Exams</td></tr> <tr><td style="text-align: center;">Closed</td></tr> </table> <p>BOE approved 8-23-11</p>	Half Day	Conference Days	Regents Exams	Closed
Half Day							
Conference Days							
Regents Exams							
Closed							



FACULTY / STAFF
LIBERTY MIDDLE SCHOOL 2011-2012

Last Name	First Name	Position	Last Name	First Name	Position
Akerley	Hazel	Cafeteria	Hess-Colao	Deborah	Special Class 7 & 8
Atkins	Travis	Custodian	Hosking	Marion	ELA 5/SS 5/Writing 5
Austin	Diane	Teacher Assistant T1	Huggler	Sue	Teacher Assistant
Behrman	Michelle	Guidance	Hulse	Tim	Custodian
Belle	Cyndi	Teacher Aide	Kelder	Lorraine	Teacher Assistant
Beseth	Barbara	Teacher Aide	Kip	Shannon	Math 7 & 8
Bierstine	Debbie	Teacher Assistant	Kirchner	Crystal	Secretary
Bivins	Bill	Custodian	Kotarski	Kae	PBL 7 & 8
Black	Jamie	Custodian	Leroux	Dawn	Computers/Keyboarding
Bossert	Marissa	Fam. Cons. Sci. 5 & 7	Madsen	Eugene	Science 8
Bowman	Brenda	Cafeteria	McGinn	Kyle	Science 7 & 8
Bradley	Adam	Social Studies 7	McPhillips	Karen	Inclusion 7 & 8
Brewer	Daisy	Health 8	Murphy	Melissa	ELA 6/Social Studies 6
Caldora	Celia	Teacher Aide	Noetzel	Joan	Inclusion 5
Calkin	Maggie	Secretary	Nystrom	Jennifer	Math 7
Canola	Cielo	Spanish 7	Paddock	Brad	PBL 7 & 8
Clifford	Cathy	Math 5/Science 5/Writing 5	Parks	Jill	Library
Cohen	Lynda	Teacher Aide	Phillips	Danielle	ELA 5/SS 5/Writing 5
Cormier	Ryan	Art	Poling	Cheryl	Cafeteria
Davidson	Dottie	Cafeteria	Powaltz	Debbie	Special Class 5 & 6
DeCarlo	Gene	Custodian	Prince	Bill	Custodian
Decker	Caryn	Science 6 & 7	Putnam	Matthew	ELA 7
DeStefano	Sue	Teacher Assistant	Robisch	Carol	Teacher Assistant T2
Diehl	Michael	Technology 7 & 8	Ramos	Anne	Inclusion 6
Downs	Chiara	ELA 8	Rosado	Katherine	ELA 8
Dworetzky	Amy	Psychologist	Roth-Smith	Melissa	Math 5 & 6/Alg. Conc.
Fanning	Phil	Physical Education	Sawyer	Kerri	Teacher Aide
Feasel	Stacy	ELA 6/Social Studies 6	Siegel	Gary	Band
Fields	Dominique	Spanish 8	Smith	Diane	Cafeteria
Fogelman	Sharyn	Special Class 7 & 8	Smith	Joanne	ELA 6
Forbidussi	Sally	Health 5 & 8	Sochinski	Barbara	Teacher Assistant
Ford	Emily	Music/Chorus	Sostak	Edward	Math 5/Science 5/Writing 5
Franke	Diane	Math 6/Science 6	Tenbus	Colleen	Speech
Friedman	Renee	Teacher Assistant	Tuttle	Bonnie	Cafeteria
Fuentes	Elizabeth	Math 8/Algebra	Vargas	Cruz	Custodian
Garry	Diane	Guidance	Vreeland	Michael	ELA 5/Math 5/Sci 5/SS 5
Glasser	Scott	Orchestra	Wheeler	Kort	Social Studies 8
Hall	Jeffrey	ESL	Whitaker	Brooks	Custodian
Hare	Coleen	Secretary	Yaun	Hazel	Physical Education
Herbek	Gregory	Math 6/Science 6	Zylko	Kathy	Nurse



**COMPREHENSIVE STUDENT ATTENDANCE POLICY
LIBERTY MIDDLE SCHOOL 2011-2012**

In accordance with state law and regulations, it is the policy of the Liberty Central School District (the “District”) to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

It is the objective of this policy to encourage each student to attend school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences.

Definition of Terms:

Teacher – is a member of the teaching or supervisory staff employed by the District.

Employee Other than a Teacher – is a suitable person, other than a teacher employed by the District, in a position appropriate for the maintenance of pupil records. Within the District, such an “employee other than a teacher” can be any or all of the following: school nurse, secretary to the principal, student services secretary, teaching assistant, or teacher aide.

Pupil – is a child enrolled in the District. For the purposes of this policy, terms “pupil” and “student” shall be used interchangeably.

Scheduled Instruction – is every period that a pupil is scheduled to attend actual instructional or supervised study activities during the course of a school day during the school year from July 1 through June 30.

Excused (*Legal*) and Unexcused (*Illegal*) Absences - Appropriate Grounds for Excused (*Legal*) Absences, Tardiness and Early Departure. The following list represents appropriate reasons for being absent, tardy or departing early:

Excused (*Legal*):

- Personal illness
- Impassable roads/ dangerous weather condition
- District not providing transportation to school
- Religious observation or religious education
- Approved college visit
- Serious illness or death in family
- Medical appointment
- Approved school-sponsored meetings, activities (including field trips), interscholastic athletics, musical and other competitions
- Approved cooperative/work study program
- Driver’s permit test/road test
- Appropriate participation (pursuant to established guidelines) in a recognized community function or service (i.e., assisting on ambulance calls, assisting with the fire company, etc.)
- Disciplinary suspension (unless the student is offered alternative instruction and fails to attend such instruction)
- Any other absence, tardiness or early departure excused in the discretion of the building principal

I. **Grounds for Unexcused (Illegal) Absences, Tardiness and Early Departures.**

Absences, tardiness or early departures for any reason not included in the list set forth above is considered unexcused. The following list provides nonexclusive examples of unexcused (illegal) absences, tardiness and early departures:

Unexcused (Illegal):

- Overslept
- Cold weather
- Missed the bus
- Babysitting
- Vacation
- Needed at home
- Shopping

Register of Attendance – is any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil.

II. ***Goals and Objectives of the Comprehensive Student Attendance Policy***

Goal #1: The first goal of the Comprehensive Student Attendance Policy is to improve overall student attendance.

Objectives:

Exclusive of excused (***legal***) absences, each pupil will attend school for the requisite number of days during each academic year.

Exclusive of excused (***legal***) absences, each pupil will be in attendance on time, both for the start of school as defined for each student and for individual classes during the school day.

Exclusive of excused absences, each pupil will remain in his/her classes throughout the allotted time.

Goal #2. The second goal of the Comprehensive Student Attendance Policy is to improve student achievement through the application of appropriate attendance guidelines.

Goal #3. The third goal of the Comprehensive Student Attendance Policy is to develop strategies to determine the root causes of poor student attendance.

To achieve the above referenced goal and the accompanying objectives, the District shall utilize strategies such as positive incentives and appropriate disciplinary and other consequences as outlined in Section IV of this policy.

III. *Record keeping*

- A. Beginning no later than July 1, 2003, attendance record keeping shall conform to the following:**
1. For pupils in Grades PreK-8 who do not regularly transfer between classrooms during the school day for instruction, attendance shall be taken once per school day and each pupil's presence or absence shall be recorded. If students are dismissed from the school building for lunch, attendance shall also be taken in the same manner at the start of afternoon classes.
 2. For pupils in Grades PreK-12 who regularly transfer between classrooms during the school day for instruction, attendance shall be taken in each period of scheduled instruction (except where pupils attend class in the same room for consecutive periods of instruction) and each pupil's presence or absence shall be recorded.
 3. Any pupil's absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
 4. If a pupil arrives late or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused as provided for in this policy.
 5. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system, or water supply, fuel supply shortage or structural damage to the building, etc.
 6. A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Section 3202(1-a) of the Education Law.
- B.** All entries in the register of attendance shall be made by a teacher or another employee other than a teacher permitted to make such entries in accordance with this policy. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- C.** Effective beginning the 2002-2003 academic year, student attendance records shall be reviewed by the Principal of each school building in the District for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.
- D.** The District shall maintain a register of attendance for each student. Each register of attendance shall be prepared in accordance with this policy and shall contain the following information for each student: name; date of birth; names of parent(s) or person(s) in parental relation; address where student resides; phone number(s) where parent(s) or person(s) in parental relation may be contacted; date of enrollment; a record of the student's attendance on each day of scheduled instruction.

E. The District has adopted a coding system shall use the following symbols for entry into the attendance register:

<u>Code:</u>	<u>Definition:</u>
ae	absence excused (<i>Legal</i>)
au	absence unexcused (<i>illegal</i>)
he	half absence excused (<i>legal</i>)
hu	half absence unexcused (<i>illegal</i>)
te	tardy excused (<i>legal</i>)
tu	tardy unexcused (<i>illegal</i>)
d	dismissed
r	returned
se	suspended external
si	suspended internal
ft	field trips
w-1	Transferred out of county
w-2	Transferred out of district
w-3	Transferred out of State
w-4	Drop-Legal Age
w-5	home schooled
w-6	death
w-7	transferred to alt. ed.
w-9	transferred non-public
wd	weather dismissal
E-1	in district move
E-2	New to District
E-3	Reentry
E-8	GED
ED	Educational
EDIS	Early Dismissal
EMRD	Emergency Dismissal
HI	Home Instruction
HOS	Hospitalized
IDT	Day Treatment
MED	Medical
REG	Regents Testing
SESH	OSS but showed
T1	Transition 1
T2	Transition 2
T	Truant

In the event that a student is absent, tardy or departs early from school without a previous notification to the teacher or the building principal, the building principal (or his/her designee) will call the student's home to confirm the student's absence, tardiness or early departure. If no parent or person in parental relation is home, the school will contact a parent or person in parental relationship at their place of employment or number listed on the student's emergency contact form. In both situations, if contact is not made with a parent or person in parental relation, a message will be left for the parent or person in parental relation to call the school immediately.

IV. ***Procedures to Make Up Legal Absences (Grades 7-12)***

- An absence note is required within 5 days of the absence in order to make up excused (legal) absences.
- Students will be given the opportunity to make up an excused (*legal*) absence. This must be arranged by the student with the classroom teacher within five (5) school days of the absence.
- All work missed during excused (legal) absences must be made up by the end of each quarter.
- Work missed during unexcused (illegal) absences may not be made up and shall not be graded if turned in late.

V. *Description of Strategies to Accomplish Attendance Objectives/Encouraging Student Attendance*

The following items are recognized by the Board of Education as being appropriate administrative strategies to employ relative to encouraging pupil attendance.

With the approval of the building administration, in consultation with guidance services, teachers at the elementary level shall utilize attendance incentives (addressing not only attendance but also tardiness and early departure as well), including recognition of students with good attendance, consideration of such students for special privileges and activities that are unavailable to all students, and commendation certificates that shall be issued to the student's and their parent(s)/guardian(s).

This policy recognizes the positive correlation between school attendance and achievement. Eligibility for extra- and co-curricular activities, interscholastic sports and attendance at school-sponsored activities shall be restricted to those students who have acceptable academic achievement. As used in this policy, "acceptable academic achievement" is defined in the Code of Conduct.

At the secondary level, class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting.

VI. *Description of the Process to Address Attendance Intervention Strategies*

Whenever a student exhibits a pattern of unexcused absence, tardiness, or early departure, notice will be given to the parent(s)/guardian(s), in writing and/or by telephone communication, and the student shall be conferred with by the classroom teacher and/or a guidance counselor regarding the pattern in an effort to remediate the underlying problem. Notice shall also be given to the Building Principal who may address the matter with the student and/or his/her parent(s)/guardian(s).

In the event that the school level interventions have not improved the student's attendance, the Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.

VII. *Oversight Responsibilities*

The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy.

The Board of Education shall annually review building level student attendance records to determine if the Comprehensive Student Attendance Policy is effective. If a decline in attendance is evident, the Board shall revise the policy as deemed necessary to improve student attendance.

Each school building will establish an Attendance Oversight Committee to review special cases.

VIII. *Reevaluation of the Policy*

As part of the process for reviewing essential programming and procedures, the District's Comprehensive Student Attendance Policy will be reevaluated annually.

IX. *Distribution of the Policy*

The Superintendent of Schools, at the direction of the Board of Education, shall provide information to the community about the District's Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents/guardians. Each teacher and administrator shall be provided with a copy of the policy and any amendments thereto. Each new teacher or administrator shall be provided with a copy of this policy promptly upon hire. Copies of the policy shall also be maintained by the District's Records Access Officer for issuance upon request by any interested party.

Adoption date: January 8, 2001

Revised: January 27, 2003

Revised: March 3, 2004

Revised: May 24, 2004

Revised: August 11, 2009



**PROCEDURES FOR ATTENDANCE ISSUES
LIBERTY MIDDLE SCHOOL 2011-2012**

Parents/Guardians should call Central Registration at extension 2331, when their child is absent from school. Parents/Guardians who do not phone in will receive a phone call from a 606 automated machine. A written excuse from the parent/guardian must accompany each child upon return to school immediately after any absence. If an excuse is not brought in, the absence is considered illegal. Illegal absences cannot be made up. In the case of prolonged or excessive absences, the school may require medical certification.

Lateness to School and Class: Students will be admitted to the building lobby beginning at 7:45 A.M. Students are not allowed in the academic wings before 8:00 A.M. Tardiness to school and lateness to class are considered major infractions since they deprive the particular student and others of valuable instructional time.

Tardy: This means late arrival to school (arriving after 8:05 A.M.). If a student is tardy, the student must report to the reception desk to sign in and receive a late pass.

Late To Class: This means entering any class after the late bell for any period. Students are expected to be in every class, on time, at the beginning of every period. If there are extenuating circumstances that detain a student, the student must request a pass from the staff member that has caused the delay. Every three times a student is late to class he/she will be assigned detention from the main office.

Truancy: Any student who is illegally absent from school or leaves school without permission is considered truant. Students who arrive to school but do not attend class for any reason are also considered to be truant. Students who are truant from school will be subject to disciplinary action. Truancy will automatically deny that student any participation in co-curricular/extracurricular events either as a spectator or participant.

Early Leave Request Procedure:

- * Students should bring a note from a parent/guardian to the Reception Desk Immediately Upon Arrival at School and get an official early dismissal permission slip.
- * The note should clearly state the reason for the early dismissal request, the specific time requested, if the parent/guardian is giving a 2nd party permission to pick up the student and the arrangements for transportation.
- * Students must have the parent/guardian pick them up at the Reception Desk.
- * Any student with an approved early dismissal must sign in at the reception desk if he/she returns to the school before the end of the school day. Students will not be allowed to leave and return during lunch. Leave/return permission will be granted for emergency doctor, clinic, and court appointments.

Leaving School Grounds: During the school day, no student is allowed to leave school grounds (this includes going to the parking area) except by special permission from the Principal. The school district is legally responsible for each student's welfare and cannot assume the additional task of protection when a student leaves school property. If a person leaves the grounds without permission he/she becomes truant and is subject to the rules governing truancy. If a student arrives at the building by school district transportation, he/she must remain on school property. Any student who leaves school grounds is considered truant.

Leaving School Due To Illness: Any student who becomes ill during the school day must report to the school nurse. The student must obtain permission and a pass from a teacher before going to the Nurse's Office. The nurse will call home if a child's condition warrants. A parent/guardian will be asked to pick up students too ill to finish the day.



**DAILY ROUTINES AND GENERAL INFORMATION
LIBERTY MIDDLE SCHOOL 2011-2012**

After School Activities: (All events held after 3:00 P.M.) Middle school students are required to show proper Liberty Central School District ID and must be accompanied by an adult to all events.

Assemblies: Student assemblies are selected to enhance the school curriculum and are seen as part of the overall educational process. Attendance is strongly encouraged. Students are reminded of proper conduct at assemblies and should: 1) remain with their class and teacher, 2) speak in whispers when it is necessary to speak, 3) pay attention to the speaker/performer, and 4) applaud only when appropriate. If a parent wishes to pick up his/her child early, it would be appreciated if the parent would provide a written note 24 hours prior to the start of the assembly to the reception desk.

Automatic External Defibrillators: The Liberty School District maintains on site, in each building, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored events, at least one staff person who is trained in the operation and use of an AED will be present.

Backpacks: For health and safety reasons, backpacks and messenger bags may not be used in the building. They may be used for carrying materials back and forth between school and home, but once at school they must be secured in the student's locker. Failure to comply will result in appropriate disciplinary action. Female students carrying purses that are excessive in size will be considered as carrying a book bag and will be subject to search.

Breakfast Program: The cafeteria opens for breakfast at 7:45 A.M. Students who take a bus and want to eat breakfast **MUST DO SO BEFORE 8:00 a.m.** Bus students who want to eat breakfast must report to the cafeteria immediately upon arrival at school. These students should report to class no later than 8:05 A.M.

Activity Bus: In addition to regular bus transportation, late buses are provided for regular bus students engaged in approved after school activities including those pupils assigned to after school detention. The 4:00 p.m. bus operates on Monday, Tuesday, and Thursday. The 6:00 p.m. bus operates Tuesday, Wednesday and Thursday. This bus is for regular bus students participating in inter-scholastic sports. **NO STUDENT WILL BE PERMITTED ON A LATE BUS WITHOUT A PASS.** All students are to leave the building at 3:00 p.m. unless they are under the supervision of a staff member.

Bus Conduct: Students must follow the behavior guidelines and procedures of Liberty Middle School while boarding and riding the bus to and from school and school-sponsored activities. The driver or bus aide will write a referral for any behavior that is inappropriate. Examples of inappropriate behavior include, but are not limited to, vulgar language, refusal to comply with bus rules, eating or drinking, harassment, inappropriate gestures to those inside and/or outside the bus, and failure to sit in an assigned seat. Consistent or serious bus safety infractions may result in loss of transportation privileges.

Bus Video Cameras: Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules will be subject to disciplinary action.

Cafeteria: The cafeteria is maintained to provide a convenient eating area for all students in grades 5 - 8. Students may eat only during their assigned lunch period. Students must use appropriate voice levels when socializing with their friends. When finished eating, students should remove all trays, utensils and trash to the proper disposal area. The throwing of food, paper, containers, etc, is absolutely prohibited. No food of any kind may be taken out of the cafeteria.

Change of Address/Telephone Number: Students should report any changes to the Main Office immediately. Emergency forms must be received within three days of the student entering school. It is imperative to have current contact information on every student in event of an emergency. Repeated efforts will be made to contact parents/guardians for this information. School and home must work together to keep students safe at all times.

Daily Schedule: The day will begin at 8:00 A.M. and end at 2:57 P.M. Students will follow their team schedule for the remainder of the day. Due to the individuality of team schedules, there will be no bell system during the day.

Dances: Only students in grades 7-8 will be allowed to attend Middle School dances. Regular school rules are in effect for each dance. Students who sponsor dances are responsible for securing the necessary building authorizations. They are also responsible for cleaning up after a dance.

Dismissal: All students are to leave the building by 3:00 P.M. unless under the supervision of a staff member.

Distribution of Literature on School Grounds: No literature may be distributed on school grounds unless a copy is distributed in advance to the building principal and superintendent.

Dress Code:

Students should consider school in the same light as adults consider the workplace. Just as adults are expected to dress in a certain way for the workplace, students should dress appropriately for their educational day. Clothing, accessories, and appearances that are disruptive to the educational process may be restricted. When dressing for and in school during the normal school day, remember that:

- * Students may not wear head coverings (including but not limited to, hats, hoods, headbands, caps, 'do' rags, skull caps, head gear, or bandanas) in the school building. All such head coverings must be removed upon entering the school building. Any articles used to hold hair in place cannot exceed 3/4" in width.
- * Students must wear shoes in school and on the bus. Footwear that is considered a safety hazard will not be allowed (including, but not limited to, Healy's, flip flops, excessively high heels, mesh slippers and slippers). All footwear must have backs including sandals, clogs, or Crocs. In case of emergency or an evacuation, it is imperative students have appropriate footwear to safely and quickly evacuate the building.
- * Students may not wear clothes or accessories that are unsafe or that may possibly be used as weapons (i.e., knives, chains, wallet chains, safety pins, studded bracelets, dog collars, and ear spikes. Metallic studs or other protrusions that could create a safety hazard are not allowed).
- * Students may not wear excessively large or oversized coats (including trench coats) to school. Coats that are worn to school may not be worn in the school building except when entering or leaving.

- * Bare midriffs, backless garments, and see-through clothing are not allowed. Shirts should not be so short that the midriff shows at any time, and the pants waistline must not be so low as to expose any part of the midriff. Skirts may not be higher than 5 inches from the middle of the knee. Skirts/skorts whether they are worn with or without leggings or tights/panty-hose may not be higher than 5 inches from the middle of the knee.
- * Students may not wear inappropriate garments, including, but not limited to, muscle shirts, hand gear (gloves), camisoles, skorts/scooter skirts, pajamas, tube tops, mesh/net tops, halter-top, or spaghetti strap outfits in school. Clothing with plunging necklines (front and/or back) is prohibited. Students must have appropriate coverage of the shoulder area at all times.
- * Sagging pants of any kind are prohibited. All slacks, jeans, etc., are to be worn at waist length, must fit well (not appear to be falling off), and are to be no longer than the tops of the shoes. Slacks and jeans that touch or drag on the floor must be removed and other appropriate attire must be put on.
- * Shirts may not be oversized and will not be allowed to extend below the front pocket of the students pants.
- * Students may not show their affiliation to any illegal gang or club by:
 - Wearing one primary color
 - Displaying signs, symbols on notebooks, clothing, etc.
 - Wearing gang-related accessories
 - Wearing/displaying other items deemed inappropriate by school authorities

Students who violate the student dress code shall be required to modify their appearance by: covering or removing the offending item, calling home for a replacement or replacing it with an acceptable item found in school. Any student who refuses to do so will be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

Administration reserves the right to add to dress code and discipline code based on need.

Eighth Grade Promotion Guidelines:

The following plan of action will be instituted for eighth grade students who fail one or more of their core classes. Core classes include: English, Mathematics, Science, Social Studies, Foreign language.

Students MUST have a 55 average in order to attend summer school.

<u>Student Fails:</u>	<u>Plan of Action:</u>
5 core subjects	Repeat 8 th grade
4 core subjects	Repeat 8 th grade
3 core subjects	The student must attend summer school and successfully pass two core classes.
2 core Subjects	The student will attend summer school for both subjects. If not, student will be added to AIS in the following year.
1 core subject	The student should attend summer school for the course or the student will be placed in a support class for that subject.

*All decisions will be made on a case-by-case basis.

Administration reserves final discretion in all cases. Administration will rely heavily on teacher input.

*As decisions are made, ELA and Math grades will be a large part of the determination.

*An 8th grade student must pass 4 out of the 5 core classes by August, 2012 in order to enter LHS as a 9th grader.

*Foreign Language is not offered during summer school.

*Student will be placed in 9th grade support classes for a core class that is not passed by August, 2012. Placement in a support class will be required for promotion and may take the place of a study hall or elective course in the student's schedule.

Emergency Forms: Each student will receive an emergency card at the beginning of the school year, which must be completed and returned to the Health Office. Both parents' work numbers must be included as well as those of friends, relatives or neighbors who can assume responsibility for the student in case of an emergency. Be sure to include the physician's name and phone number.

Exam Protocol:

Exams will be given for the mid-term and the final periods

Mid Terms

Will cover content from September to December

Midterms will be averaged in the second quarter grade at 10%

The grades for these will not be noted separately on the report cards

Finals

Will cover all materials from September to June

Finals will be noted on the report cards

Finals will be counted as 20% of the final average

Unit tests

A comprehensive assessment that includes material from multiple chapters and lessons, which are organized around a central theme.

Extra-Curricular Activities: It is an honor to be selected as a team member and represent Liberty Middle School in interscholastic athletics or other school sponsored activities. Students selected to represent our school are expected to exhibit proper behavior. Good sportsmanship from Liberty Middle School's student body is expected in our school and at activities in other communities: Clubs and club activities meet between 3:15 P.M. and 3:50 P.M. on Mondays, Tuesdays, and Thursdays. Class meetings will be held when necessary and at the request of class officers with approval of advisors and administration.

Field Trips: Teachers, advisors and coaches are in charge of student conduct. Parents are invited and encouraged to chaperone selected school field trips. Any parent interested should contact his/her child's teacher. Behavior that discredits Liberty Middle School will not be tolerated. Students are expected to leave and return on the same bus. Parents who want their child(ren) to return in the family vehicle must secure permission **before** the trip from the advisor/coach and an administrator. Students who have outstanding disciplinary obligations will not be allowed to participate.

Fund Raising: Administration must approve all fund raising. Most will be PTA or Music sponsored. The following regulations shall govern the selling of food and/or articles on school property:

- * Students must be responsible for and during their sales – waste from any fund raising should be disposed of properly.
- * The sale of items is limited to the times and areas designated for that purpose. For example, candy is not to be sold on busses, in class or to students or school personnel during the school day. It may, however, be sold at a Middle School dance.

Health and Safety:

Information related to those items listed below is part of district-wide policy and can be found in the District-Wide Policy and Information booklet available upon request.

Bus Emergency Drill	Emergency Closings
Fire Drills	School Bus Safety Rules
Emergency Plans	Student Dismissal Precautions Regulations
Removal of Students In Route To or From School	

Items such as fireworks, party snappers, smoke bombs, stink bombs, squirt guns and water pistols present a danger to the safety and welfare of all students. These items are not permitted in school. Students who bring any of these items to school will be subject to immediate disciplinary action.

Physical hazards or defects in equipment should be brought to the immediate attention of the building administrators or a staff member.

Homework: The purpose of homework is to improve student achievement through the reinforcement and review of skills and concepts taught in class. Homework encourages good study habits and skills, better time organization, and creates more independent problem-solving ability. As a rule, homework is usually assigned daily. All homework assignments are checked and computed into the students' quarterly and final averages.

Homework assignments for absent students: Parents are encouraged to obtain homework assignments if students are not in school. Please call the Main Office and teachers will be notified. Parents can then pick up the schoolwork in the office. It is important that students bring the completed work back to school when they return.

Lockers:

Hall: Students will be assigned hall lockers the first day of school or as soon as possible thereafter. Students are not allowed to share lockers or locker combinations. In order to minimize congestion in the halls as well as to secure student safety, it is recommended that students only go to their lockers before homeroom, prior to lunch, and upon dismissal. Any problems with lockers should be reported to the Assistant Principal.

Gym Lockers: Students are assigned individual gym lockers by the Physical Education teacher. They are given the combination and instructed not to give that combination to anyone else. Clothing and sneakers should always be kept in a locked locker and never left on floors or benches. Locks should always be locked. Valuables should not be brought to PE classes. Stolen articles should be reported to the gym teacher. The school will not assume any liability for lost or stolen property. Students are not to be in the locker room unless they have P.E. class.

Lost and Found: Any articles discovered as lost should be turned into the cafeteria.

National Junior Honor Society: This organization is for students in the 7th, 8th, and 9th grades that maintain an overall average of 85% and meet the standard for character, service and leadership. All members must complete an approved school community project. Students may see Mrs. Clifford for more information.

Parent/School Communication: Newsletters and flyers regarding school information and activities are occasionally sent home with students. Let your child know that you expect him/her to give you these notices. Parents wishing further information should call the Main Office. At the beginning of each month, a lunch calendar for that month is sent home. The back of that calendar is a newsletter with timely announcements and notices of interest.

Parent/Teacher Contact: In the Middle School, we would like parents to continue to be as involved in their children's education as they were in their early years. We are planning on offering various opportunities to visit the school and learn more about our programs. PBIS Activity Days are a great day for parents to offer support. Teacher-parent conferences are encouraged whenever desired whether in person or by telephone. If you wish to meet with your child's teacher(s), please call in advance for an appointment. Every effort will be made to work around your schedule. If you find you cannot come, please call so that we may reschedule your appointment.

Peer Mediation: Students who are having conflicts with others may contact Guidance or an administrator to set up a mediation session. The program allows a student the opportunity to peacefully sit down and work out his/her conflict.

Personal Possessions: Students may not bring electronic devices on school grounds, including, but not limited to, cellular phones, computer games, radios, CDs, iPODs, PDAs, or communication devices. Students may not bring wallet/pocket chains, ropes, or straps longer than 12 inches. School personnel may also confiscate any other possessions that may threaten the safety or well being of others and administrators will hold such items until a parent comes in to pick it up or until the end of the school year. Bicycles, skateboards, and scooters may not be used on school grounds. Students should walk their bike while on school grounds. Roller skates, sneaker skates, and rollerblades are not permitted. Students should not bring large sums of money to school. The school will not be liable for any loss of property, money, or personal possessions.

ALL STUDENTS ARE REQUIRED TO KEEP THEIR CELL PHONES IN THEIR LOCKERS. IF A TEACHER BELIEVES YOU ARE CARRYING A CELL PHONE IT WILL BE CONFISCATED AND TURNED OVER TO ADMINISTRATION.

Public Displays of Affection: Displays such as kissing and forms of embracing that may be viewed by anyone as inappropriate are not allowed in school or on school grounds. Students will receive a warning about their behavior. Subsequent offenses will lead to disciplinary action.

Restrooms: Facilities are available next to the cafeteria and on the second and third floors. Students may not use faculty restrooms. Pupils are not allowed to loiter in the restrooms. Vandalism in the bathrooms will be dealt with in a disciplinary fashion. Smoking is strictly prohibited.

Report Cards: Report cards are distributed four times each year. The first is given to parents at a conference, then others are sent home with students. At the end of each quarter, each team will have an awards assembly and present a variety of student awards for achievement, effort, and citizenship.

Principal's Honor Roll

High Honor Roll

Honor Roll

Report Card Average of 96 and above

Report Card Average of 92 -95

Report Card Average of 88-91

In grades 5 and 6 awards will be calculated by seat time. For example: If a child takes a double period of ELA, that grade will count 2x's into the final average. No student shall receive a grade below 50 for any of the four marking periods.

Schedule: Liberty Middle School is on an A/B rotating schedule. The first day of school is an A Day. The next day is a B Day and so on. A day in the rotation is never skipped. For example: If school is closed for any reason and the last day was an A Day, the day school re-opens will be a B Day.

Schedule Changes: In order for a schedule change to be made, an *Add/Drop Request Form* (found in the Guidance Office) must be completed by the student or staff member requesting the change. The *Add/Drop Request Form* must be filled out completely (signed by the student AND staff member) and submitted to Mrs. Kirchner in Guidance. Upon Administrative approval, the form will be given to the appropriate counselor who will complete the change. Students who wish to drop band/orchestra/chorus must have teacher AND parent approval. The last day to request a schedule change will be Friday, September 23, 2011. After this date, only staff requests will be accepted.

School Lunch Charges: Meal charging is to be treated as an emergency procedure. While we do not want any students to go hungry, it is important to encourage the payment for lunches to be fair to all. Families who are eligible for free and reduced lunches will continue to be encouraged to apply.

Parents should be reminded that they have the opportunity to put money on account for their children for breakfasts, lunches and/or snacks. Parents can designate how they want the money to be spent.

There is a three-charge limit for lunches only. Students may not charge a meal and then make paid purchases from the Cafeteria to buy snacks like cookies, chips and ice cream. There will be no charges allowed what-so-ever for snacks. Once a student reaches the three-charge limit, the student's parent or guardian will be notified in writing with the notification sent home with the students and also notification will be sent in the mail. **NO STUDENT WILL GO HUNGRY IF THEY EXCEED THEIR THREE CHARGE LIMIT.** After three charges, students will be denied a lunch, but offered a sandwich (such as cheese or peanut butter and jelly) and fruit or vegetable with whole milk.

Trackers: A student will receive a tracker in September. It is the responsibility of the student to make sure all assignments are written in it and the trackers is with him/her every day. Parents may use the trackers to communicate with teachers.

Textbooks: Every student will be responsible for his/her textbooks. Students are provided with required textbooks. These books are public property and must be taken care of by the student. The teacher inspects books periodically and at the end of the year. Fines are assessed for misuse, damage, or loss of assigned textbooks.

Working Papers: Applications are available at the Welcome Desk. A Social Security number must be filled in on this form and a parent signature is required. The student must be present in order to sign the card in the presence of the Issuing Official. A doctor's physical is required. If a physical for sports has been done through the Nurse's Office within the past twelve months, the Nurse, if requested during the regular school year may complete the physical form. If not, a physical must be obtained from your doctor.



HEALTH SERVICES
LIBERTY MIDDLE SCHOOL 2011-2012

School Nurse: A registered nurse will be on duty in the Health Office during school hours. Students must have a pass or a scheduled appointment in order to see the school nurse. Please be aware that school nurses are not allowed to use any medical products, such as Calamine lotion, antibacterial creams, or Tylenol, without a written order from your healthcare provider.

IMMUNIZATIONS REQUIRED BY LAW: In accordance with the New York State Public Health Law, section 2164, the following immunizations are required for all students entering our school district.

- § 3 doses of diphtheria toxoid (usually administered as DPT, DT, DtaP, or TD)
- § 3 doses of Pertussis and Tetanus (for children born on or after Jan. 1, 2005, this is included in the DPT or DtaP injection)
- § 3 doses of oral polio vaccine (OPV) or 3 doses of enhanced inactivated poliovirus (EIPV) or 4 doses of IPV
- § *3 doses of Hepatitis B (Pre-K children born on or after Jan. 1, 1995)
- § 2 doses of Measles, Mumps, and Rubella (MMR) (Pre-K requires only 1 dose of MMR, but students must have the second dose of MMR before entering Kindergarten)
- § *1 dose of Varicella (Pre-K child born on or after Jan. 1, 2000, and all students entering the 6th grade in Sept. 2005)
- § 3 doses Haemophilious Influenza type b (HIB) (For Pre-K if less than 15 month of age)
- § 1 dose Haemophilious Influenza type b (HIB) (For Pre-K if over 15 months)
- § Tuberculin Test (PPD) and Lead screening are highly recommended
- § Tetanus, Diptheria and Pertussis Booster (Tdap) (Born on or after 1/1/94 and enrolling in Grade 6)

Demonstrated serologic evidence of hepatitis and Varicella antibodies is acceptable as well as a healthcare provider's written statement/documentation confirming the student had the disease process.

All new entrants must have proof of immunizations or begin new immunization series. Exceptions are made only for valid medical or religious reasons.

For medical exemptions, the healthcare provider must submit, in writing, the medical reason for exemption and the expected date immunizations can resume.

Exemptions other than medical must be submitted to the district superintendent for review and approval.

Non-compliance with immunization law: Students admitted to school who have not completed all required immunizations must show proof of the next scheduled appointment to continue an immunization series. If a parent/guardian fails to comply with the immunization requirements, the school principal has the right to exclude the student from school until the required immunizations are completed. The student will be readmitted only when the school nurse is presented with a document validated by a healthcare provider/facility showing that the student has been immunized according to mandatory state requirements.

Emergency Information: Each year the student handbook contains a “Student Emergency Information” form to be updated with emergency contacts and student health information. However, if at any time there is a change in a student’s medical status, it is imperative that the parent/guardian notify the school nurse to ensure the child’s safety and well being.

Gym Excuse Notes: Excuse notes from a student’s physician must include what the student can do in physical education class and when the student will be able to resume normal sports/gym.

Health Form: This form is completed at initial registration and is vital in communicating any and all health issues concerning the student.

Illness and Injury: If a student should become ill or sustain an injury during school hours, the student must report to the Health Office. If a student is to be dismissed, the school nurse will call the parent, and the parent or guardian will sign the student out at the welcome desk. Walkers must be picked up and signed out by a parent or designee.

All accidents or injuries during school hours or during school-sponsored after-hour activities must be reported to the nurse.

Physical Examinations: In accordance with state education law, each student shall receive a physical examination given by the school doctor or family physician upon entrance to school in grades K, 1, 3, 7 and 10. If the parent/guardian elects to have their healthcare provider complete the school physical, forms are available from the school nurse. If the form is not returned to the school nurse by October 1 of the current school year, then the school physician will perform the student’s physical.

School Screenings

New York state requirements:

All new students in grades Pre-K, K, 1, 3, 7, and 10 are required to have a physical examination.

Students in 5th and 7th grade will receive a vision screening annually.

Students in 5th and 7th grades will receive a hearing screening annually.

Students aged 8-16 will have scoliosis screening annually.

Sports Physicals: Sports physicals are offered in May and/or June of each school year. Students that prefer to have a private sports physical may obtain the sports physical form from the school nurse or coach. All sports physicals are good for one calendar year from the date given. In addition, medical updates (yellow cards) are completed by the parent prior to the beginning of each sports season.

Medication can only be taken in school under the following conditions:

- * Documentation by the doctor and the parent requesting that the student be allowed to take medication during school hours must be submitted to the nurse.
- * The note and the medication should be brought to the nurse by a parent or guardian. Medicine must be brought in the original container, with the proper label identifying the student, medication, and dosage, accompanied by parent and doctor notes to administer the medication.
- * At no time are students allowed to bring ANY MEDICATION to school without following the above procedures. This includes Tylenol, aspirin, and any over-the-counter medications. If students are in possession of these medications, severe disciplinary action will result.
- * Every effort to take medication at home rather than in school should be made. Medication that is required three times per day can be taken at home (before school, upon arrival home from school, and at bedtime).
- * Under certain circumstances healthcare providers may request that a student carry their own medications and be able to self-administer. This requires a specific request by the healthcare provider, which must demonstrate that the student has been instructed in and understands the purpose and appropriate method and frequency of use.



ATHLETICS
LIBERTY MIDDLE SCHOOL 2011-2012

Title IX: The Liberty Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, color, national origin or handicap. Every effort is made to offer equal extracurricular opportunities for males and females at all levels of the program.

Sportsmanship: Good sportsmanship requires ALL Liberty spectators (students and adults) to follow this code of conduct: Cheer for Liberty, never mock or boo opponents. Be considerate of opposing players, fans, and coaches. Respect the calls of officials. Treat visiting teams and their spectators as invited guests. Become familiar with the spirit and rules of the game/activity. Accept decisions made by the officials. Be gracious in victory and in defeat. Cheer good plays made by either team. Support our cheerleaders in a positive manner. Remember that a sporting event is an extension of the school day. All the school rules of behavior apply to the game and time prior to or following the game.

Attendance: Students that are involved in extracurricular activities must be in school by 8:30 a.m. in order to participate in any afterschool activities. An exception can be made only if the student has an acceptable written legal excuse (such as educational trip or visit, family emergency, special appointments, etc. that are beyond the control of the student) and after meeting with the Building Principal or Athletic Director prior to the practice, event, or contest.

Any student receiving out-of-school suspension may not attend or resume participation of club or team activities until their suspension period has been completed. This includes activities on weekends and/or holiday periods. If a student is suspended in-school, they are not eligible to participate in or attend any afterschool activity until after the next scheduled school day.

ACADEMIC ELIGIBILITY

Extracurricular activities contribute to the positive overall development of students. It is the mission of this academic policy to use extracurricular activities as a means of promoting, supporting, and maintaining acceptable academic standards.

Academic Review:

This policy is for all students and affects interscholastic sports, clubs and activities and attendance at any extracurricular event. If a student is failing one or more subjects at the 5 week progress report or report card they will be placed on the academic review list. This academic review list will be updated weekly and provided to teachers, coaches, and advisors in an attempt to improve the student's academic performance. Students that are failing two or more subjects will be required to complete a weekly grade tracker. The progress reported on this weekly tracker will determine what level of probation the student will be on for the following week.

While under academic review, the student's weekly submittal of their present quarterly grades will determine a probationary level that will decide their eligibility status. The levels of probation along with the resulting circumstances are defined as the following:

Levels of Probation

For students failing 1 subject at the 5-week progress report or report card:

Level 0: Student will be eligible to fully participate. Student's name will be placed on the academic review list. Student must seek extra help during and/or after school. Coach/Advisor is encouraged to communicate with the teacher of the failing subject to help support improvement of the student's academic performance. Student is NOT required to fill out a weekly grade tracker.

For students failing 2 or more subjects at the 5-week progress report or report card:

Level 1: This student was previously Level 2 or Level 3 and is now failing less than two subjects. Student will be eligible to fully participate. Students will be required to complete the weekly grade tracker until the next report card. Student must seek extra help during and/or after school.

Level 2: Student Failing 2 Subjects—Student may practice, but may not participate in games or attend away contests. Student will be required to complete the weekly grade tracker until the next report card. Based on the information provided on weekly grade tracker, student may remain on level 2 or go to levels 1 or 3. Student must seek extra help during and/or after school.

Level 3: Student Failing 3 or more Subjects—Student may not participate in practices or games/events. Based on the information provided on the weekly grade tracker student may remain on level 3 or go to levels 1 or 2. Student must seek help during and/or after school.

Additional Policy Procedures:

All reported grades on the weekly grade tracker will reflect the student's current quarter grade.

4th quarter grades will be determine if a student is placed on academic review for the following year. The students that are placed on academic review at the beginning of the school year will begin on Level 1 beginning on the first full week of school

Weekly grade trackers will be signed on the designated day and turned into the Main Office or Coach/Advisor by the end of the day on Friday (or designated days in shortened weeks). Late trackers will require administrative approval before being accepted.

Once a student is required to take around a tracker, they must continue to take them around each week until the next report card.



**GUIDANCE DEPARTMENT
LIBERTY MIDDLE SCHOOL 2011-2012**

All students in grade 5 - 8 will be assigned a school counselor. The counselor will meet with each student a minimum of one time during the school year to review schoolwork, peer relationships, and the general well being of the student. The school counselor is also available to assist students and families with any personal, social or emotional issue that may arise. The counselors have an array of programs, services and referral information available for students and families. Information shared with the counseling staff is confidential with the exception of information that indicates that someone may be in danger. All school counselors are New York State mandated reporters.

The counseling staff welcomes conferences with students, parents, and teachers. For the most efficient and effective service we ask that you make an appointment in advance to see the assigned counselor. Exceptions will be made for emergency and crisis situations. Please call 292-5400 ext 2306 or stop by the office to schedule an appointment.

Students and parents are strongly encouraged to use Guidance services. Students who wish to meet with their Guidance Counselor should see the Guidance Secretary who will arrange the date and time of the appointment. Parents may arrange an appointment with Guidance Counselors in person or by telephone at 292-5400 ext.2306.

Course Changes (Add/Drops):

Please note the following information related to course changes. These rules will be strictly adhered to.

- * There will be no course changes for 10-week courses.
- * Students may apply for changes from semester courses as per the form attached at the end of this handbook.
- * Students may apply for changes from full year courses as per the form attached at the end of this handbook.

The Guidance Department will require that all students wishing to change courses obtain a course change form from their Guidance Counselor. The signature of the teacher, Guidance Counselor, parent/guardian, and student is required before the course will be changed. No change is official until all parties sign and the student's counselor has received a signed copy. If a student attempts to change his/her schedule before this process is complete, the action will subject the student to the same rules governing class cutting. Teachers are not to accept students before being officially notified by the Guidance office.

Response To Intervention Team: This team consists of administrators, guidance personnel, teachers, school psychologist, and school nurse. The team meets on a weekly basis to discuss students who have been identified by school personnel as having difficulty functioning within our school system. Emergency situations will be dealt with as soon as possible.



**SCHOOL CLOSING PROCEDURES
LIBERTY MIDDLE SCHOOL 2011-2012**

When it becomes necessary to close or delay the opening of school for reasons of impassable roads, inclement weather, emergencies, etc., the following radio/TV stations will carry the announcement:

WELV – Ellenville (1370 AM)

WJFF – Jeffersonville (90.5 FM)

WVOS – Liberty (95.9 FM)

WSUL – Monticello (98.7 FM)

WDNB – Monticello (102.1 FM)

WPDH – Poughkeepsie (106.1 FM)

WRNN-TV (Cable channel 22)

You may also call 292-5400 to hear a taped message to update you on school delays and closings (will follow the initial greeting). You can also check the school website at www.libertyk12.org. In addition, the School Messenger Service will telephone all parents/guardians using the telephone number on file with the school. Please make sure your information is accurate.

Liberty Central School Telephone Extensions

<u>High School</u>	292-5400 ext. 2000
<u>Middle School</u>	292-5400 ext. 2300
<u>Elementary School</u>	292-5400 ext. 2030
<u>Business Office</u>	292-5400 ext. 2052
<u>Superintendent</u>	292-5400 ext. 2052
<u>Mr. Jack Strassman, Middle School Principal</u>	292-5400 ext. 2302
<u>Mr. Richard A. Schacher, Middle School Asst. Principal</u>	292-5400 ext. 2306
<u>MS Guidance Department</u>	292-5400 ext. 2306
<u>Kathy Zylko, MS Nurse</u>	292-5400 ext. 2316
<u>Central Registration Office</u>	292-5400 ext. 2331



LIBERTY CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

A plain language version of the School District's *Code of Conduct* follows. A full version is available in the Superintendent's and building principals' offices.

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

Student Penalties

In assessing disciplinary penalties, school personnel will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. The consequence on the Behavior Guideline Chart associated with the offense.
6. Information from parents, teachers, or others, as appropriate.
7. Other extenuating circumstances.

Generally, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Administrators will assess discipline penalties in compliance with IDEA and NYS Law where the student is a student with a disability.

Minimum Periods of Suspension

1. Students who bring a weapon to school will be subject to suspension from school for at least one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom will receive a suspension from school for at least five days. For purposes of the Code of Conduct, "repeatedly substantially disruptive" means engaging in conduct that results in the student's removal from the classroom pursuant to Education Law 3214(3) (a) and this code on multiple occasions.

Student Lockers, Desks and other School Storage Places

Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Visitors to the Schools

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building. All visitors without a previously scheduled appointment may not come until after 3:00 pm.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

No person shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

General Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors will have their authorization to remain on school property revoked and they shall be directed to leave the premises.
2. Students will be subject to disciplinary action as the facts may warrant.
3. Employees may be subject to disciplinary measures as detailed by law and as dictated by the facts.

Discipline for Activities Not Occurring On School Premises

Many times incidents that occur off school premises affect the rights and safety of students within our schools. Therefore, it is the policy of the Board of Education that students shall be disciplined for off-campus conduct if such conduct presents a risk or harm to the students or other people in the school setting, if such conduct is detrimental to the interest of the school district, or if such conduct disrupts the school environment.



REFERRAL DEFINITIONS LIBERTY MIDDLE SCHOOL 2011-2012

Academic Misconduct – Failure to participate in classroom activities.

Bullying/Harassment – Inappropriate, persistent behavior including threats of intimidation of others treating others cruelly, terrorizing, coercing or habitual put-downs and/or badgering others.

Bus Conduct – Failure to follow school rules while on school bus.

Cafeteria Misconduct – throwing food, leaving tables messy, running in cafeteria, etc.

Cheating – Obtaining or use of information without permission or obtaining answers from another student's homework and/or quiz/test..

Chronic Disruptive Behavior – Repeated disruptive behaviors during class.

Classroom Disruption – Acts that interfere with other students' learning.

Cutting Class – Failure to attend an assigned class.

Directed Profanity to Student – Profanity directed toward another student

Failure to Report to Detention – Did not report to assigned lunch detention/after school detention.

Fighting – Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Good news referrals - Anything dealing with positive behavior on the student's part.

Inappropriate Behavior – Any behavior not identified on this list.

Indirect Profanity – Use of profanity not directed toward anyone.

Late to Class – arriving at class after class has begun.

Late to School – arriving in school after 8:05 a.m.

Major Disruption of Class – sustained loud talk, yelling or screaming, noise with materials; horseplay and/or sustained out of seat behavior.

Non-Compliant Behavior – Failure to follow appropriate adult direction.

Physical Contact/Verbal Altercation – Slight physical contact or verbal altercation between two or more individuals.

Plagiarism – Taking credit for another person's work.

Possession of a Weapon – any object that can cause harm to another person

Possession /Use/Distribution of Alcohol – Student is possessing, using or distributing alcohol on school grounds.

Possession/Use/Distribution of Drugs – Student is possessing, using or distributing drugs on school grounds.

Possession/Use/Distribution of Tobacco – Student is possessing, using or distributing tobacco or tobacco products on school grounds.

Sending, Receiving or Displaying Offensive or Obscene Language or Pictures – any offensive material that is harmful or demeaning to another person.

Sexual Harassment – Uninvited and unwelcome verbal or physical conduct directed at an individual because of his or her sex.

Theft – Student is in possession of, passed on, or responsible for removing someone else's property without that person's permission.

Threat to Staff – Any action taken by a student against an adult that would endanger the welfare of physical being of the adult.

Vandalism – Student participates in an activity that results in destruction or disfigurement of school or personal property.

Verbal Abuse to Peer – Verbal messages that include swearing, name calling or use of inappropriate language.

Verbal Abuse to Staff - Aggressive verbal behavior directed towards an adult in the building including directed profanity.



**EXPECTATIONS AND SETTINGS MATRIX
LIBERTY MIDDLE SCHOOL 2011-2012**

Voice Levels	0	1	2	3	4
	Silent	Whisper	Speaking Voice	Slightly Raised	Outside
	Classroom	Common Areas	Bathroom	Outside and Departure Time	Drill
Be Responsible	<p>Exercise self-control.</p> <p>Appropriate voice level 0-1 & proper language.</p> <p>Express yourself in a positive way.</p> <p>Wait to be recognized to speak.</p>	<p>Put all electronic devices in locker at start of day.</p> <p>Pick up after yourself.</p> <p>Keep locker clean.</p> <p>Be responsible for your actions.</p> <p>Follow adult direction.</p> <p>Exercise self-control.</p> <p>Follow dress code guidelines.</p>	<p>Wash hands.</p> <p>Keep area clean.</p> <p>Report any problems quickly.</p> <p>Exercise self-control.</p>	<p>Put all electronic devices in locker at start of day.</p> <p>Exercise self-control.</p> <p>Walk directly to your destination.</p> <p>Once there, remain on bus.</p> <p>Remain in front courtyard and foyer until 7:45AM.</p> <p>Engage only in approved activities.</p>	<p>Appropriate voice level 0 & proper language.</p> <p>Follow adult directions.</p> <p>Exercise self-control.</p> <p>Know primary & secondary exit routes & procedures.</p>
Be Respectful	<p>Be an active listener.</p> <p>Be tolerant of others & their opinions.</p> <p>Respect all school community members equally.</p> <p>Respect others' space.</p>	<p>Hold the door open for the next person.</p> <p>Appropriate voice level 0-1 and proper language.</p> <p>Respect others' space.</p>	<p>Respect others' privacy.</p> <p>Keep hands & feet to yourself.</p>	<p>Keep hands & feet to yourself.</p> <p>Respect others' personal space.</p>	<p>Keep hands & feet to yourself.</p> <p>Listen for drill instructions.</p>



**EXPECTATIONS AND SETTINGS MATRIX
LIBERTY MIDDLE SCHOOL 2011-2012**

Voice Levels	0	1	2	3	4
	Silent	Whisper	Speaking Voice	Slightly Raised	Outside
	Classroom	Common Areas	Bathroom	Outside and Departure Time	Drill
Be There Be Ready	<p>Have materials (homework, books, pencils, etc.)</p> <p>Be on time.</p> <p>Line up quickly.</p> <p>Voice level 0-1.</p>	<p>Gather supplies.</p> <p>Upon arrival, dismissal, and between class move quickly to where you need to go.</p>	<p>Return to class promptly.</p> <p>Have a pass from your teacher.</p> <p>Stay on task.</p>	<p>Be on time to school.</p> <p>Have materials.</p> <p>Follow dress code guidelines.</p>	<p>At signal follow drill procedures.</p> <p>Voice Level 0.</p>
Follow Directions	<p>Follow adult directions.</p>	<p>Walk on right side of hallway.</p> <p>Use voice level 0-1.</p> <p>5th & 6th grade uses main stairs & middle level teams use cafeteria stairs at arrival.</p>	<p>Wash hands.</p> <p>Voice level 0-1.</p>	<p>Follow teacher to exit.</p>	<p>Treat all drills seriously.</p>



DISCIPLINE MATRIX
LIBERTY MIDDLE SCHOOL 2011-2012

Behavior	Definition	1st of-fense	2nd of-fense	3rd of-fense
Academic Misconduct	Failure to participate in classroom activities	parent conference ASD	parent conf. ASD (1-3 days)	parent conf. ASD (1-3 days)
Bullying/Harassment	Inappropriate, persistent behavior including threats of intimidation, treating others cruelly, terrorizing, coercing or habitual put-downs and/or badgering others.	T2 (1 day)	T2 (1-3 days)	T2 (3-5 days)
Bus Conduct	Failure to follow school rules while on school bus	Warning	LD (1-3 days)	ASD (1-3 days)
Cafeteria Misconduct	Running in cafeteria, leaving tables messy, throwing food, etc.	helping clean-up, change of tables, etc., LD	LD (1-5 days)	ASD (1-5 days)
Cheating	Obtaining or use of information without permission or obtaining answers from another student's homework and/or quiz/test.	Zero, parent conference	Zero, parent conference, T2 (1-3 days)	Zero, parent conference, T2 (3-5 days)
Chronic Disruptive Behavior	Repeated disruptive behaviors during class	T1/ASD	ASD (2-3 days)	T2 (1-5 days)
Classroom Disruption	Acts that interfere with other student's learning.	LD/ASD	ASD (1-3 days)	ASD (3-5 days)
Cutting Class	Failure to attend an assigned class.	ASD (1-2 days)	ASD (3 Days)	T2, parent conference
Directed Profanity to Student	Profanity directed toward another student.	ASD (1-2 days)	ASD (3-5 days)	T2 (1-5 days)
Failure to Report to Detention	Student did not report to assigned lunch detention/ after school detention.	ASD (2 days)	T2, parent conference	T2 (2-5 days) parent conference

All referrals are subject to administrative discretion. Each referral will be examined on a case by case ba-

Behavior	Definition	1st of-fense	2nd of-fense	3rd of-fense
Fighting (1)	Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)	OSS (1-3 days) parent conference	OSS (3-5 days) Parent conference	OSS (5 days), Supt. Hearing Par. Conf.
Good News	Anything dealing with positive behavior on the student's part.			
Inappropriate Behavior	Any behavior not identified on this list	Warning/ ASD	ASD (2-3 days)	T2 (1-5 days)
Indirect Profanity	Use of profanity not directed toward anyone.	ASD (1-3 days)	ASD (3-5 days)	T2 (1-5 days)
Late to Class	Arriving after class has begun	3 lates/ ASD	+3 lates ASD/T2	+ 3 lates T2
Late to School	Arriving after 8:05 am	3 lates/ LD	3 lates/2 LD	3 lates/ ASD (1-5 days)
Major Disruption of Class	Sustained loud talk, yelling or screaming, noise with materials, horseplay and/or out of seat behavior.	T1/ASD	T2 (1-3 days)	T2 (1-5 days) Parent conference
Non-Compliant Behavior	Failure to follow appropriate adult direction.	ASD (1-3 days)	T2 (1-3 days)	T2 (3-5 days)
Physical Contact/ Verbal Altercation	Slight physical contact or verbal altercation between two or more individuals.	ASD/T2	T2 (1-3 days)	T2 (3-5 days)
Plagiarism	Taking credit for another person's work.	Zero, ASD (1-3 days) Redo work Parent conference	Zero, T2 (1-3 days) Parent conference	Zero, T2 (3-5 days) Parent conference
Possession of a weapon (1)	Possession of an object that can cause harm to another person.	OSS (5 days)	OSS (5 days) Supt. Hearing	OSS (5 days) Supt. Hearing
Possession/use/ distribution of alcohol (1)	Possessing, using or distributing alcohol on school grounds.	OSS (5 days)	OSS (5 days) Supt. Hearing	OSS (5 days) Supt. Hearing

All referrals are subject to administrative discretion. Each referral will be examined on a case by case

Behavior	Definition	1st of-fense	2nd of-fense	3rd of-fense
Possession/use/distribution of drugs or drug paraphernalia (1)	Possessing, using or distributing legal or illegal drugs on school grounds.	OSS (5 days)	OSS (5 days) Supt. Hearing	OSS (5 days) Supt. Hearing
Possession/use/distribution of tobacco (1)	Possessing, using or distributing tobacco or any tobacco products on school grounds.	OSS (1-3 days)	OSS (3-5 days)	OSS (5 days) Supt. Hearing
Sending, Receiving or Displaying Offensive or Obscene Language or Pictures.	Showing, sharing or sending any offensive material that is harmful or demeaning to another person.	T2 (1-2 days) Parent conference	T2 (3 -5 days) Parent conference	T2 (5 days) Parent conference
Sexual Harassment	Uninvited and unwelcome verbal or physical conduct directed at an individual because of his or her sex.	T2/OSS	OSS (1-3 days)	OSS (3-5 days)
Theft	Student is in possession of, passed on or responsible for removing someone else's property without that person's permission.	Restitution T2 (1 day)	Restitution T2 (3 days)	Restitution T2 (5 days)
Threat to staff (1)	Any action taken by a student against an adult that would endanger the welfare or physical being of an adult.	OSS (3-5 days)	OSS (5 days)	OSS (5 days) Supt. Hearing
Vandalism	Student participates in an activity that results in destruction or disfigurement of school or personal property.	Restitution, Parent conference,	Restitution, Parent conference, T2 (1 days)	Restitution, Parent conference, T2 (1-3 days)
Verbal Abuse to Peer	Verbal messages that include swearing, name calling or use of inappropriate language.	ASD (1-3 days)	ASD (3-5 days)	T2 (1-3 days)
Verbal Abuse to Staff	Aggressive verbal behavior directed toward an adult in the building including directed profanity.	OSS (1-3 days)	OSS (3-5 days)	OSS (5 days)

NOTES

- (1) These offenses may require a Superintendent's Hearing and police notification, as well as parent notification. Parents will be contacted on all referrals by the teacher and administrator. All referrals are subject to administrative discretion. Each referral will be examined on a one by one basis.



**STUDENT EMERGENCY EVACUATION PLAN
LIBERTY MIDDLE SCHOOL 2011-2012**

The following information will be kept on file to be used in the event of a true emergency or disaster, which might require **STUDENT DISMISSAL FROM AN ALTERNATE SITE AND**, will be used to dismiss your child during any Mock Emergency Evacuation Drills.

Your child will be dismissed **ONLY** from the alternate location as follows:

PLEASE PICK ONLY ONE OF THE FOLLOWING

MY CHILD, _____, IS TO:
(PRINT CHILD'S NAME)

- RIDE BUS # _____ HOME
 - RIDE BUS # _____ TO: _____
(NAME AND PHYSICAL ADDRESS)
 - WALK HOME: _____
 - WALK TO: _____
(NAME AND PHYSICAL ADDRESS)
 - BE PICKED UP BY: _____
(PLEASE PRINT NAME OF PERSON PICKING UP STUDENT)
- RELATIONSHIP: _____ PHONE NUMBER: _____

PARENT/GUARDIAN'S NAME: _____
(PLEASE PRINT)

PARENT/GUARDIAN'S PHONE NUMBER: _____

PARENT/GUARDIAN'S SIGNATURE: _____

ANY OTHER INFORMATION WE SHOULD BE AWARE OF? : _____

**PLEASE MAKE SURE YOUR CHILD KNOWS THAT
HE/SHE MUST FOLLOW THESE PLANS AS YOU HAVE STATED ABOVE:**

Disciplinary action, including suspension from school, will be taken for deviation from this plan.



**VERIFICATION OF RECEIPT AND REVIEW OF STUDENT HANDBOOK
LIBERTY MIDDLE SCHOOL 2011-2012**

PLEASE SIGN AND RETURN TO YOUR HOMEROOM TEACHER

CHILD'S NAME: _____

1. I have read and reviewed the student handbook with my child.

Parent/Guardian Signature

2. I give permission to release medical information regarding my child to staff that needs to know.

_____ YES _____ NO

3. I give permission to photograph my child to highlight special events, projects, and competitions. I understand that these photos may be sent to local newspapers.

_____ YES _____ NO

4. I give permission to use my child's photograph for Yearbook only.

_____ YES _____ NO

5. I give permission for my child to participate in all field trips to other Liberty Central School District buildings that are offered during the school year. I understand that if I do not wish my child(ren) to participate in a specific trip, I will contact the teacher directly.

_____ YES _____ NO

6. I have read and understand the Acceptable USE Policy of Liberty Central School District.

_____ YES _____ NO

7. I have read and understand the PBIS expectations.

_____ YES _____ NO

8. I have read and understand the LMS Disciplinary Consequences Guideline.

_____ YES _____ NO

Parent/Guardian Signature _____

Liberty Middle School

Guidance Office
292-5400 ext. 2306

ADD/DROP REQUEST

Name: _____ Date: _____

Grade: _____ Home Room Teacher: _____ Home Phone: _____

September 23, 2011 is the last day to add/drop a course.

This change will be effective: _____ (Date changed in the system)

Student Signature: _____

Counselor Signature: _____

PERIOD	COURSE NAME	TEACHER SIGNATURE		PERIOD	COURSE NAME	TEACHER SIGNATURE
1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
7				7		
8				8		
9				9		

Administrative Signature: _____

Comments:

**LIBERTY MIDDLE SCHOOL
145 BUCKLEY STREET
LIBERTY, NY 12754**

SELF-MEDICATION RELEASE FORM

Date: _____

Child's Name: _____

Has been instructed in the proper use of the following medication procedures:

We, (Physician's Signature) _____

and (Parent or Guardian's Signature) _____

request that (Child's Name) _____ be permitted to carry the

medication on his/her person or to keep same in his/her locker or P.E. locker, as we consider

him/her responsible. He/she has been instructed in and understands the purpose and

appropriate method and frequency of use.

NOTE: This form must be completed in addition to the routine medication form for those students who request permission to carry their own medication on campus or keep this medication in a P.E. locker.

**LIBERTY MIDDLE SCHOOL
145 BUCKLEY STREET
LIBERTY, NY 12754**

**PARENT AND PRESCRIBER'S AUTHORIZATION FOR ADMINISTRATION OF MEDICATION
IN SCHOOL**

Authorization for Administration of Medication

A. To be completed by the parent or guardian:

I request that my Child _____ Grade _____ receive the medication as prescribed below by our licensed health care provider. The medication is to be furnished by me in a properly labeled original container from the pharmacy. I understand that the school nurse, or other designated person in the case of the absence of the school nurse, will administer the medication.

Signature: (Parent/Guardian) _____

Address: _____

Home# _____ Work# _____ Cell# _____ Date _____

B. To be completed by the licensed health care prescriber:

I request that my patient, as listed below, receive the following medication.

Name of Student _____ Date of Birth _____

Diagnosis _____

Name of Medication _____

Prescribed Dosage, Frequency & Route of Administration _____

Time to Be Taken During School Hours _____

Duration of Treatment _____

Possible Side Effects and Adverse Reactions (if any) _____

Other Recommendations _____

Name of Licensed Prescriber and Title (please print) _____

Prescriber _____

Signature _____

Date _____

Address _____

Phone _____