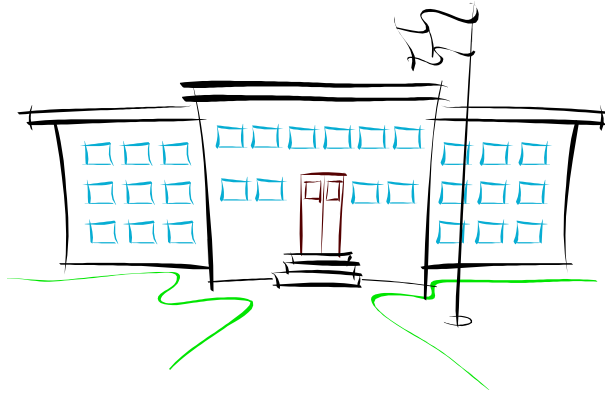


LIBERTY
ELEMENTARY
SCHOOL



NEW BEGINNINGS
2011-2012
STUDENT HANDBOOK



WELCOME TO THE 2011-2012 SCHOOL YEAR!

The goal of this handbook is to help foster better communication between home and school. It will be useful in finding answers to questions you or your child may have about school life at Liberty Elementary School, as well as information about the policies and procedures you and your child will need to be familiar with for a successful school year. We would appreciate it if you, in cooperation with your child, would take a moment to review its contents. Refer to it whenever necessary. If you cannot find the answer to a question, do not hesitate to contact us.

Please sign the last page and return it to your child's teacher.

Very truly yours,

Jeri Finnegan
Principal
Liberty Elementary School

IMPORTANT DATES 2010-2011

OPEN HOUSE

September 27, 2011—7:00 PM

PROFESSIONAL DEVELOPMENT DAYS

Half Days (Lunch will be served.):

November 18, 2011

May 15, 2012

Dismissal Time: ES: 12:00 Noon MS/HS: 12:10 PM

Superintendent Conference Days (School is closed.)

September 1 & September 6, 2011

October 7, 2011

February 17, 2012

March 16, 2012

MARKING PERIODS

	Progress Report Date:	Closing Date:	Report Cards:
First	10/7/11	11/11/11	At Conference
Second	12/16/11	1/27/12	2/6/12
Third	3/2/12	4/6/12	4/23/12
Fourth	5/11/12	6/15/12	6/22/12

EXTENDED SCHOOL VACATION DATES

Thanksgiving Recess:	November 23-27, 2011
Winter Recess:	December 24, 2011 – January 2, 2012
Mid-Winter Recess:	February 17-20, 2012
Spring Recess:	April 6-15, 2012

PARENT CONFERENCE DAYS

Friday, November 18, 2011	After half day dismissal
Monday, November 21, 2011	5:30 – 7:30 PM

NEW YORK STATE TESTING SCHEDULE

- 3rd & 4th Grade English Language Arts: April 16 & 17, 2012
- 3rd & 4th Grade Mathematics: April 23 & 24, 2012
- 4th Grade Science Performance Test: May 23-June 1, 2012
- 4th Grade Science Written Test: June 4, 2012

PUBLIC INFORMATION PROGRAM

Directory of School Staff

To reach any of the following individuals during school business hours (8:00 a.m. - 4:00 p.m.), please dial the district's main number and following the directions at the prompt.

Liberty Central School District Main Number: 292-5400

District Office

Michael Vanyo	Superintendent
Carol Napolitano	Assistant Superintendent

Elementary School Main Office

Jeri Finnegan	Principal
Amy Brockner	Assistant Principal
Lynne Diener	School Social Worker
Mary Bayer	School Psychologist
Linda Krokus	School Counselor
Tom Totten	Head Custodian

Contact Person For...

Cafeteria/Meal Information	Gary Sawyer
Discipline	Amy Brockner
Health Concerns	Denise Rydell
Special Education	Eileen Conway-Whitaker
Latchkey	Collen Velez
Lost and Found	Main Office
Use of Facilities	Tania DeFrank

Questions regarding bussing should be addressed by calling Central Registration at 292-5400, Extension 2331.

Parents and students can also obtain school information by visiting the Liberty Central School District website at www.libertyk12.org. The website includes information on upcoming activities, sports schedules, school news, academic achievements, policy information and a school calendar.

INSTRUCTION AND INSTRUCTIONAL RESOURCES

Statement of Nondiscrimination/Anti-Harassment

In order to work, play and live as a community, all students must show respect for each other and their differences. Actions or comments based on a person's race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability are called harassment and are not allowed in school. Examples of harassing behaviors include name-calling, inappropriate gestures, offensive remarks, physical abuse, pinching or any other behavior that is designed to bother, threaten or cause fear. If anyone discriminates against or harasses a student, the student's teacher, a guidance staff member, Mrs. Brockner or Miss Finnegan should be informed.

Bullying and/or hazing of students and staff are prohibited behaviors and will not be tolerated in the Liberty Central School District.



The School Day

7:35—Students may enter building for breakfast

7:45—Initial bell rings

8:00—Late bell rings

8:05—Classes begin

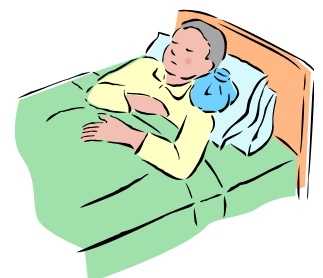
2:30—Dismissal begins

Please note:

1. At time of morning entry, there is no outdoor adult supervision in front of the school. Therefore, a family routine that facilitates your child's arrival at school close to student entry time is necessary. ***In addition, please note that children are not allowed on the playground prior to the beginning of school.***
2. Once arriving at school, students must remain on school grounds unless given permission by a school official to leave. Students who leave school grounds without appropriate permission will face serious consequences.
3. Parents should adhere to the 2:30 pm dismissal time. Students are working in their classrooms until 2:25, at which time they write down homework assignments, collect their belongings and get ready to dismiss. Early dismissals are disruptive to the classroom teacher, and other students. In addition, early dismissals can negatively reflect on student achievement. ***Early dismissals will be recorded, monitored and noted on report cards.***
4. Parents and guardians who have a child or children who are not eligible for school transportation must specify, in writing, whether his/her child(ren) will walk home or be dropped off/picked up by vehicle. The designations entail the following:
 - Walkers: Students dismiss directly outside and leave school grounds either on their own or after meeting someone outside.
 - Vehicle Riders: Students dismiss to an area near the student drop off/pick up zone and leave as the vehicle in which they are riding stops in the designated area.

Attendance

It is each student's basic responsibility as a member of the school community to be on time and attend all classes. ***If a student is unable to attend school for any reason, it is the parent or guardian's responsibility to send in a note stating the date of the absence and reason for it. A doctor's note may accompany the excuse; however, it doesn't replace the need for a note from the parent/guardian.***



Many parents ask when a child is sick enough to stay home. We suggest you should not send your child to school if s/he has:

1. Fever in the past 2 hours
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Chills
5. Sore throat
6. Strep Throat (Child must have been taking an antibiotic for at least 24 hours before returning to school.)
7. Bad cold with a **very runny nose** or **bad cough**, especially if it has kept the child awake at night.
8. Head lice—See practice set forth under “Health and Safety Information”

The following reasons for student absences from school are recognized as excused reasons for being absent, tardy or departing early:

1. Personal illness
2. Impassable roads/dangerous weather conditions
3. District not providing transportation to school
4. Religious observance
5. Approved college visit
6. Serious illness or death in the family
7. Medical appointment
8. Approved school-sponsored events
9. Approved cooperative/work study program
10. Driver's permit test/road test
11. Appropriate participation in a recognized community function or service
12. Disciplinary suspension (unless the student is offered alternative instruction and fails to attend such instruction)
13. Any other absence, tardiness or early departure excused at the discretion of the Building Principal

Any other absence is considered unexcused.

The district will support and encourage a student's efforts to maintain or improve school attendance. Unexcused absences will be handled according to the provisions set forth in the district's attendance policy, which is located in Appendix B of this handbook.

Perfect Attendance Awards

Perfect attendance tags are awarded on a monthly basis to students who meet the following criteria:

- In attendance each day of the month that school is in session
- In class prior to the ringing of the late bell (8:00 am)
- Remain in school until the ringing of the dismissal bell (2:30 pm)

Check List

Here are the items students should bring to school every day as determined by the individual needs of the grade level and teacher:

- Homework and assignment pad
- Books, notebooks and folders
- Paper
- Writing implements (pens, pencils, crayons)
- Lunch money or a bag lunch
- Sneakers for physical education class
- Instruments for lessons



Homework

Homework is an important part of school. Besides helping student's practice what has been learned in school each day, homework teaches children responsibility. If a child is absent, it is his/her job to make up missed assignments and class work. If the student is going to be out for more than three days, please call the school and arrange to pick up work. Teachers will explain how often you can expect homework. The following are guidelines for homework:

<u>Grade</u>	<u>No. Of Days</u>	<u>Minutes</u>
3-4	5	30-40
2	5	20-30
K-1	5	15-20



Snacks/Birthday Parties

Snacks, birthday and other celebrations are at the discretion of the individual classroom teacher. Your child's teacher will let you know of his/her plans in that regard.

In order to avoid hurt feelings, party invitations cannot be handed out in school unless all of the children in the class are being invited.

Student Early Dismissal Precautions

In order to ensure students' safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The signature of the parent or guardian must be on or attached to such list.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the main office of the school that the child attends.

If anyone seeks the release from school of a student, he/she must report to the Greeter's Desk or Main Office and present satisfactory identification to the Building Principal, who must check the authorized list and relevant court orders or divorce decrees before a student may be released. Particular caution will be exercised when the person seeking the release of a child exhibits to the school official an out-of-state custody order.

Early excuses for emergency reasons should be requested in writing by the parent/guardian. Medical releases are handled through the Nurse's Office. All other reasons for release must be submitted to the Main Office, and students must be signed out from the Greeter's Desk. The person seeking the student's release must sign the register at the Greeter's Desk.

In the event of an emergency, as determined by the Superintendent or Principal, a student may be released to some individual not appearing on the approved list only if the parent or guardian has been contacted by the Superintendent or Principal and has approved the release.

Character Education

Liberty Elementary School works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as respect, responsibility, honesty and acceptance. Parents, students and the school community will work together to teach, promote and model ethical behavior. The Liberty Central School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

Physical Education

Every student who attends school must take part in a physical education program.

If a student requires a special or adaptive physical education program, the parent/guardian should notify the P.E. teacher or nurse as soon as possible. A note from the student's physician may also be required.

If a student must be excused from P.E. classes for less than a week either due to minor injuries or upon returning to school following an illness, the student must deliver a note from the parent to the physical education teacher. If a student must be excused from P.E. for more than a week, that student must deliver a note from his/her physician to the school nurse. **Any student excused from P.E. will not be allowed to participate in recess.**

Proper Attire for Physical Education Class

Students are expected to dress appropriately in order to participate in physical education classes. All students are required to wear sneakers for safety and performance reasons.

Library

Liberty Elementary School is fortunate to have an excellent library housing thousands of books, magazines, videos and more. Students are brought into the library once every six days as a class and may sign books out at that time.

Students using the library and checking books out must:

- Return books and materials on time so other students can enjoy them
- Take good care of books when they are borrowed
- Refrain from writing on any pages or rip any pages out of the books they borrow

Students who damage or lose library books will have to pay for them.

Technology

Each year LES students in grades three and four will be granted an account for one academic year to use the school district's computer network. Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.



An acceptable use policy for students will be distributed and discussed with third and fourth grade students. It describes the student's independent access to the network and expectations for acceptable use. Parents are expected to review this agreement with their child. Students are required to sign the agreement to abide by district policy and regulation in the use of the district's computers. These agreements are kept on file in the Director of Technology's office at the Central Administration Building.

District Website

Liberty Central School District's website (www.libertyk12.org) is an opportunity for the school district and staff to showcase learning, events, activities and accomplishments of student and staff to the world through the Internet.

The district's website also includes information about SchoolMessenger, an automated phone messaging system, and School News Notifier, an opt-in e-mail alert system that will be implemented in the fall of this year. SchoolMessenger is used to inform parents of school delays, closings and emergencies, as well as other communications about the district. School News Notifier allows parents and community members to sign up for e-mail alerts about upcoming school activities, school delays and closings, and information specific to the elementary building.

School Ceremonies and Observances

The Board of Education recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays are encouraged.

The Board recognizes that the proper role that religion plays in the public schools is its educational value rather than its observance or celebration. It is not the purpose of the schools to convert, proselytize, or favor one religion or to exclude religion. However, the Board recognized that activities related to the celebration of religious holidays present an opportunity to teach about religion and foster respect and understanding among students.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

Assemblies and Celebrate Success

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Liberty Central School Board of Education, and reflect our school's educational mission.

Celebrate Success is a self-esteem program conducted at the Liberty Elementary School. We believe students with a positive self-concept will perform better both academically and socially. Assemblies are scheduled for the second and fourth Fridays of most months.

Promotion and Retention

Decisions in regard to promotion/retention will be made in keeping with the best interests of the individual students. No later than early in the third quarter, parents will be notified by the teacher if promotion seems questionable. In such cases, every effort will be made to focus attention on the child's deficiencies so promotion is more likely. In some instances, summer school attendance, as well as attaining certain reading levels at the end of summer school, may be prerequisites for promotion. Teacher and parent input will be sought before the Principal makes a final decision concerning promotion or retention.

If you have any questions regarding your child's academic progress, please call your child's teacher for a conference.

Summer Learning Academy

At Liberty Elementary School, we recognize that children do not learn at the same pace. Some children will make the necessary progress in 180 days, while others need extended time. Children in need of that extended time will be highly recommended by his/her teacher as a student who would benefit greatly from additional academic services provided by our Summer Learning Academy. This recommendation will be based upon test scores, reading/math level, benchmark assessments and/or class performance. The extra instruction that a child receives during the summer program will help him/her to maintain or improve upon Language Arts and Mathematics skills.

Additional Guidelines

- Students are responsible for the textbooks they receive. Fines will be imposed for lost books or those damaged beyond reasonable wear.
- Money or valuable property should never be left in school. It should be given to the teacher for safekeeping.
- Students shall leave the school building immediately at dismissal unless they are involved in an after school activity or staying with a teacher.
- The phone in the office can be used with permission for emergency reasons.
- The soda machine in the basement is only for staff use.
- Students are not permitted to chew gum in school.

SPECIAL INSTRUCTIONAL PROGRAMS

Programs for Students with Disabilities

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the Building Principal.

Academic Intervention Services

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts, Mathematics, Social Studies, and/or Science. Such services may include additional instruction services and/or student support services such as guidance, counseling and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

Homebound Instruction

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the principal if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction.

Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

EXTRACURRICULAR ACTIVITIES

After School Programs

As the time for the New York State testing approaches, students identified by their teachers as needing extra preparation for the tests are highly encouraged to participate in a five week program that focuses upon either English Language Arts or mathematical concepts and skills. These sessions offer students extra support in the curricular areas, as well as present them with an opportunity to learn vital test taking skills.



Students who participate in after school activities are expected to conform to standards that are described in LES's behavioral matrix, as well as those in the district's code of conduct.

Student Field Trips

Liberty Central School District believes field trips are an important part of the educational program. By providing students with hands-on experiences and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip.

The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is bad on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, our school expectations still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior.

Cancellations

In light of current events, the overall safety of the proposed trip location and of travel conditions will be a key factor in granting approval for field trips. Should conditions change during the time between the approval of a trip and the actual date of departure, it may become necessary to cancel the trip and deposited monies may be forfeited.

Chaperones

Parents are invited and encouraged to chaperone selected school field trips. Parents interested in chaperoning a field trip should contact their child's teacher.

Additional Guidelines

The following guidelines apply to all field trips sponsored by the Liberty Elementary School.

1. Gershowitz Transportation, Inc. must transport students attending classroom field trips to and from the event. Should a rare occasion occur that makes this impractical, the Building Principal or Superintendent must grant permission for a change to be made.
2. Chaperones are required to ride the bus in order to assist with student supervision.
3. Chaperones must find childcare for siblings of children attending the field trip.

STUDENT SUPPORT & DISCIPLINE

Guidance Programs

Guidance programs are available for all students K-12 to ensure effective participation in their current and future educational programs. The K-4 guidance program has the following goals:

1. Addressing any attendance, academic, behavioral or adjustment problems.
2. Educating students concerning friendship, feelings, personal safety, bullying and decision-making.

Positive Behavioral Interventions and Supports

In an effort to provide instruction in civility, citizenship and character education as mandated by Project SAVE, as well as create a more effective learning environment for all students, Liberty Central School

District implements Positive Behavioral Interventions & Supports (PBIS). The goal of PBIS is to develop school-wide systems that support staff to teach and promote positive behavior in all students.

In accordance with this goal, Liberty Central School District has implemented four district-wide expectations for all students. Those expectations include: (1) Be Responsible; (2) Be Respectful; (3) Be There, Be Ready; and (4) Follow Directions. Committees were formed to create a matrix—a chart establishing what it “looks like and sounds like” if students are following the expectations in different settings around the school. That matrix is found on the next page.

In addition, The Liberty Central School Board adopted The Code of Conduct, which is located at the end of the handbook, in July 2001. This document provides the further explanation of the behavioral expectations and discipline procedures for all Liberty Central School students. The plain language version, which is located in Appendix C of this handbook, includes a chart outlining the disciplinary guidelines for Liberty Elementary School students who are referred to an administrator due to misbehavior.

S.T.O.P. (Student Time Out Place)

As provided for in the Project SAVE legislation, a teacher has the right to have a student who is disrupting the learning of others leave the room. At Liberty Elementary School, a student in this situation is sent to the S.T.O.P. Room where the teacher aide supervises him/her for a period of time. While there, the teacher aide discusses the situation with the student.

The parent/guardian of a student sent to the S.T.O.P. Room can expect notification from the teacher that day, either by phone or in writing. In addition, the school will mail home a copy of the referral form.

Office Discipline Referrals

If a student’s misbehavior warrants it, a teacher can refer a student to the Assistant Principal so that administrative action can be taken. A list of offenses and corresponding typical consequences is located in the Code of Conduct, which is located in Appendix C of this handbook.

Toys, Games, Electronic Equipment and Trading Cards

Electronic devices (including, but not limited to cell phones, mp3 players, and handheld games), headphones, trading cards, toys, etc. are not allowed in school. If these types of items are brought to school, they will be confiscated. A parent or guardian will be required to come to an administrator in order for them to be returned.

Please note: The school is not responsible for lost, damaged or stolen property.

Use of Bicycles, Skateboards, Caster Boards, In-line Skates, Sneaker Skates and Scooters on School Property

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. In addition, they are expected to follow New York State law and wear a helmet. The school is not responsible for stolen or damaged bicycles.



Skateboards, caster boards, roller skates, sneaker skates, in-line skates and scooters are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent comes to school and picks them up.

HEALTH AND SAFETY

Dress Code

It is expected that students will dress appropriately for school. In warm weather, clothing that is in good taste and adequately covers the body is acceptable. Open-toed shoes are not allowed at LES. Students who are not dressed appropriately will be asked to call home for a change of clothes.



For further information regarding appropriate dress, please refer to the Code of Conduct, which is located in Appendix C of this handbook.

Accident Prevention and Safety Procedures

These expectations are to ensure the safety of students and employees of the district while on district property.

All students and members of the school community must:



1. immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds.

Eye Safety Devices

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment that may potentially damage eyesight.

Student Health Services

The Liberty Central School District registered nurses monitor the health of the school community and are the liaison between the school and various health agencies and are on duty during regular school hours.



Student Health Form

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

Student Emergency Information

Each year students bring home a "Student Emergency Information" form. The purpose of this form is to update emergency contacts and student health information. If at any time, however, there is a change in a student's medical status, it is imperative that the parent/guardian notify the school nurse to assure the child's safety and well-being.

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 nurse will call the parent/guardian. The parent/guardian or designee will sign the student out at the Greeter's Desk. Walkers must be picked up and signed out by a parent or designee. Injuries occurring after school hours must also be reported to the nurse as soon as possible.

Administration of Medicine in School

Please be aware that the school nurse is not allowed to use any medical products, such as Calamine lotion, antibacterial creams, Tylenol, etc. Medication of any type can only be taken in school when the parent/guardian submits the following information:



1. note from the family doctor containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; **and**,
2. a note from the parent(s) or guardian(s) giving the school nurse, teacher, Principal or other school staff permission to administer the medication; **or**
3. a medication request form (which includes the family doctor and parent signatures) must be filed with the school nurse.

Students are not allowed to bring medication to school. This includes over-the-counter medications such as aspirin, Tylenol or Claritin. If students are found to be in possession of these types of any medication, severe disciplinary action may result.

Under certain circumstances, though, health care providers may request that a student carry and self-administer their own medication. This requires a specific request by the health care provider and must show that the student has been instructed in and understands the purpose and appropriate method of administration of the medication, as well as its frequency of use.

Student Health Certificates

In accordance with state Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school in grades kindergarten, 2, 4, 7 and 10. New entrants are also required to have an exam completed. Health certificate forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by October 1st of the school year, the school physician will complete a student's physical.



In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate

Screenings

In accordance with law, the school will provide vision and hearing screenings for grades Pre-K-5, 7 and 10, and scoliosis screenings for those ages 8-16.

Sports Physicals

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

Immunizations



In accordance with New York State Public Health Law, Section 2164, students must receive proper immunizations for diphtheria toxoid, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib) and Varicella prior to entering or being admitted to school. In addition, a tuberculin test (PPD) and lead screening are highly recommended.

All new entrants must have proof of immunizations or begin new immunization series. Exceptions may be made only for valid medical or religious reasons. If a medical exemption is claimed, the health care provider submits, in writing, the reason for the exemption, as well as the expected date the immunizations can resume. Exemptions other than for medical reasons must be submitted to the Liberty Central School District superintendent for review and approval.

Note Well: Students admitted to school who have not completed all required immunizations must show proof of the next scheduled appointment to continue the 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 is readmitted only when the school nurse is presented with a document validated by a health care provider/facility showing that the student has been immunized according to mandatory State requirements.

Automated External Defibrillators

The Liberty Central School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-

sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

District and School Safety Plans

The Liberty Central School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide school safety plan is available for examination in the district offices.

Head Lice

The Liberty Central School follows a “lice free/nit free” procedure. This means that students found with live lice or nits (eggs) will be sent home and may not return to school until they have been treated with a lice removal solution and all nits have been removed. The school nurse must verify that a student is “lice free” and “nit free” before being able to return to school. This procedure may seem harsh, but it is the only way to prevent the infection of other students.

Any questions regarding this procedure should be directed to the school nurse.

Fire Drills

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.



All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

School Food Services



The Liberty Central School District offers a free, reduced and paid breakfast and lunch program.

Students will receive a monthly menu indicating the “hot lunch” of the day. Sandwiches are also offered daily. Milk accompanies each meal. The cost of lunch is \$1.90 for LES students. In addition, ice cream is available to students each day at a cost of 70 cents. Checks for meals can be made out to the **LCS Lunch Fund**.

The school breakfast program provides students with a healthy morning meal. Each breakfast includes milk, fruit or fruit juice, bread, cereal and/or hot dish. Upon arriving at school in the morning, your child should proceed directly to the cafeteria if he/she is buying breakfast. Breakfast costs \$1.00 per day. Checks for meal tickets can be made out to the LCS Lunch Fund.

If a student’s account has a negative balance, a letter is sent home to inform the parent. Should the balance continue to be carried, the student will only be allowed to have a lunch consisting of a peanut butter and jelly sandwich, fruit and milk until the amount owed is paid in full.

Eligibility for free and reduced price meals is based upon the economic need of the family. Applications are distributed each September to determine eligibility and may be obtained through the health office throughout the school year. Parents must file a new application for the program each September. Families who fail to file a new application annually will be discontinued from the program by October 1st. For

information on this program, please call the Director of Facility Support Services, Gary Sawyer, at 292-5400, ext. 2062.

TRANSPORTATION

Transportation is provided to all students living outside the 1 ½ mile regulation. Questions about the school transportation program should be directed to Gary Sawyer, Director of Facility Support Services, at 292-5400, ext. 2062.

School Driveway

The LES driveway is closed to all traffic except school personnel from 7:45 AM – 8:30 AM and 2:30 PM – 3:15 PM. All visitors attending school functions or chaperoning class activities during the school day should not park in the staff parking lot. Parking is available in the area behind the public library. Visitors must use the front entrance.



School Bus Expectations

Liberty Elementary School's PBIS team works closely with Gershowitz Transportation to ensure our expectations are taught and enforced on the school buses delivering our students to and from school each day. For everyone's safety, it is extremely important that self-discipline and good behavior be maintained on the buses. In order to achieve the highest degree of safety, every student is taught and practices our expectations. In addition, please reinforce our expectations by going over the matrix, located in Appendix C, with your child.

Bus Passes

Bus students who need to have alternate bus arrangements made should bring a note stating what bus they need to go on, as well as contain the name and address of the person's home to which the student is going. Passes will be issued in the morning in the Main Office. All notes must be dated and signed by the parent.

Example: "My son, John Doe, needs to take Bus 82 to the home of my babysitter, Mary Jones, at 123 Smith Road, after school today."

Bus students who attend after school activities and need to ride the late bus home need to bring in a note the first day of the activity stating the proper time period for which this will occur.

Example: "My daughter, Jane Doe, is attending the AIS ELA after school program, she will take the late bus home on Tuesdays & Thursdays for 10 weeks."

In addition, students who walk to school will not be permitted to ride the bus to someone else's home. Alternative arrangements must be made by the parents/guardians.

School Closings



The Superintendent of Schools may either delay the opening of schools by 2 or 3 hours, close the schools or dismiss students/staff early in the event of severe weather or hazardous road conditions. It is important that up-to-date early dismissal information be given to the teacher in order to ensure each child arrives at the proper destination.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closings and delayed starting times will be announced in the following ways:

1. SchoolMessenger
2. School News Notifier (for those who have opted in)
3. The district's website (www.libertyk12.org)
4. The following radio stations:

WVOS (95.9 FM)
WJFF (90.5 FM)
WDNB (102.1 FM)

WSUL (98.7 FM)
WPDH (101.5 & 106.1 FM)
WPSN 1590 (AM)

Sunny 105.3 FM
WDNH(95.3 FM)

5. The following TV stations:

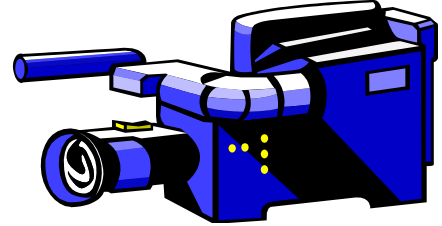
WCBS Channel 2
WRNN Channel 22

WNBC Channel 4

Fox Channel 5

Video Cameras on School Grounds and Buses

Video cameras are used to monitor behavior on school grounds, as well as vehicles transporting students to and from school or extra-curricular activities. Students found violating our school's expectations will be subject to disciplinary action in accordance with the district's code of conduct.



PARENT INFORMATION

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 their 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.

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.

Access to District Records

Often, parents, students and other community members may want to have specific information about the schools in this district. Interested persons may inspect and/or copy school district records by contacting the Records Access Officer, Mrs. Lorine Lamerand, in the district office at 115 Buckley St., Liberty, between the hours of 9:00 a.m. and 4:00 p.m.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the Records Access Officer, who will provide information regarding fees and the number of copies available.

Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. The right to inspect and review (your child’s) (your) education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

2. The right to request the amendment of (your child’s) (your) education records that you believe are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing to the Principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at this same time.

3. The right to consent to disclosures of personally identifiable information contained in (your child’s) (your) education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

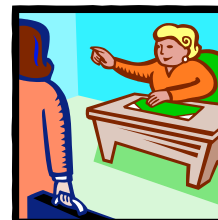
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

Visitors to Schools

Parents may observe their child’s classroom or meet with the teacher by setting up a mutually convenient time with the teacher. Student visitors from other schools are not permitted to enter the buildings unless they have a specific reason and prior approval from the Building Principal.



All visitors to our school must report to the Greeter’s Desk, sign the visitor’s register and obtain a visitor’s pass, which must be displayed at all times. The visitor’s pass must be returned to the greeter, and the visitor must sign out at the conclusion of the visit.

Conduct on School Property

The Liberty Central School District expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct that governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic and other programs and activities. Please refer to the Code of Conduct, which appears at the end of this handbook, for specific information regarding prohibited behaviors.

Parent Conferences

Parent-teacher conferences are an important element in reporting student progress to parents. They are held once during the school year in order for parents to receive the first quarter report card. Parents will be notified in advance of the available dates and times so a convenient appointment can be arranged.

Parents should feel free to request a conference with their child's teacher at any time. Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor or Building Principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

Open houses are also scheduled during the year by each building. This is a time for parents to meet their child's teachers, as well as learn about the curriculum. Open houses are not a time to discuss individual students.

Public Complaints

Most often, parental complaints and concerns can be addressed simply through a telephone call or a conference with the teacher. If the matter is not settled satisfactorily, the complaint should be directed to the Building Principal and, then, if necessary, to the Superintendent.

Complaints regarding district programs, instructional or library materials, operations and/or staff members, should be directed to the Building Principal. If the matter is not satisfactorily settled, the complaint should be directed to the Superintendent.

Some complaints may require different procedures. Any school office or the Superintendent's office can provide information regarding specific processes to be followed for making a complaint. Additional information can also be found in Board Policy 1400, available in the Principal's or the Superintendent's Office.

Child Abuse in the Educational Setting

Students have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Parents who believe that their child has been abused by employees or volunteers of the district should immediately notify the Building Principal of their child's school. The appropriate law enforcement authorities will be notified if there is reasonable suspicion that an act of child abuse has occurred. The parent of the alleged child victim will be promptly notified when someone other than the parent submits a report of alleged child abuse in an educational setting.

Liberty Central School District Board of Education

Members of the board are unpaid public officials elected by the voters of the district to take formal legal actions and assume the major responsibilities for the operations of the schools. These people are members of our community who have taken on the additional task of board membership in order to provide leadership for the welfare of the district.

The members of the Liberty Board of Education are:

President:	Daniel Parkhurst	
Vice-President:	Joyce Teed	
Members:	David Burke	Cindy Conklin
	Anthony Covington	Andrew Kavleski
	Philip Olsen	Cindy Prince
	Christine Schiff	

Meetings

In order to perform its duties in an open and public manner, and in accordance with state law, the Liberty Board of Education holds regular business meetings on the *second and fourth Tuesdays* of each month. When a meeting date falls on a holiday, the meeting shall be rescheduled. Meetings convening during the school year are held in the Liberty High School Media Center at 7:00 pm. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in the education of district students.

Public Participation at Board Meetings

Public participation is encouraged at board meetings. The policy regarding such states:

Persons wishing to address the Board shall advise the Board President or the Superintendent of Schools prior to the scheduled starting time of the meeting. The request shall be made in writing on a form provided by the district and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed.

Presentation should be as brief as possible. No speaker will be permitted to speak for longer than **three minutes**. The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours. All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Annual Election

The annual election shall take place on Tuesday, May 15, 2012. The annual budget, any vacancies on the Board of Education and any special propositions that have been properly presented shall be voted upon at that time.

STUDENT PRIVACY

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education (DOE)-funded program. In addition, no minor student may, without parental consent, take part in a survey, analysis or evaluation funded in whole or in part by the U.S. DOE Education that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments."

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the building principal. Upon receipt of such request, arrangements shall be made to provide access to such material to within 30 calendar days after the request has been received.

It is the policy of the Board not to permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services as permitted by law.

In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the school district pursuant to the requirements of FERPA.

The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians and eligible students shall be notified at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools of this policy. The school district shall also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

APPENDIX A

ANNUAL PARENT NOTIFICATIONS



LIBERTY ELEMENTARY SCHOOL
201 North Main Street, Liberty, New York 12754
Telephone (845) 292-5400 Ext. 2030
Fax (845) 295-9201

Jeri Finnegan
Principal

Amy Brockner
Assistant Principal

August 31, 2011

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

- 1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.**

The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this "directory information." However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent.

Sincerely,

Jeri Finnegan
Building Principal

LIBERTY CENTRAL SCHOOL DISTRICT
115 Buckley Street, Liberty, New York 12754
Telephone (845) 292-6990
Fax (845) 292-1164

Michael B. Vanyo
Superintendent

Dear Parents and Guardians:

In accordance with the federal No Child Left Behind Act of 2001, you have the right to request information about the professional qualifications of your child's classroom teachers. Specifically, you have the right to request the following information concerning your child's teachers:

- Whether the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of those degrees; and
- Lastly, if your child receives services from any instructional assistants or similar paraprofessionals, the qualifications of those individuals.

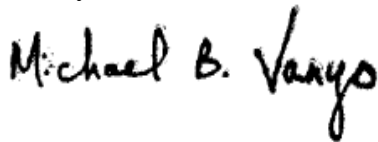
Requests to receive any of the above information may be directed, in writing, to:

Middle/High School: Mr. Jack Strassman, High School Principal, 125 Buckley St., Liberty, NY
12754 Phone: 845-292-5400 x-2005

Elementary School: Ms. Jeri Finnegan, Elementary School Principal, 201 N. Main St., Liberty, NY
12754 Phone: 845-292-5400 x-2501

All requests will be honored in a timely manner.

Sincerely,



Michael B. Vanyo
Superintendent of Schools

APPENDIX B

COMPREHENSIVE STUDENT ATTENDANCE POLICY

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.

I. Definition of Terms

- A. **Teacher** – is a member of the teaching or supervisory staff employed by the District.
- B. **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.
- C. **Pupil** – is a child enrolled in the District. For the purposes of this policy, terms "pupil" and "student" shall be used interchangeably.
- D. **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.
- E. **Excused and Unexcused Absences** -

Appropriate Grounds for Excused Absences, Tardiness and Early Departure. The following list represents appropriate reasons for being absent, tardy or departing early:

Excused:	Personal illness Impassable roads/ dangerous weather condition District not providing transportation to school Religious observation 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
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Grounds for Unexcused 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 absences, tardiness and early departures:

Unexcused:	Overslept Cold weather Missed the bus Babysitting Vacation Needed at home Shopping
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- F. **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:

- 1.1) Exclusive of excused absences, each pupil will attend school for the requisite number of days during each academic year.
- 1.2) Exclusive of excused 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.
- 1.3) 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:

Code:	Definition:
ailg	illegal absence
ae	absence excused
au	absence unexcused

h	half absence
he	half absence excused
hu	half absence unexcused
t	tardy
te	tardy excused
tu	tardy unexcused
d	dismissed
r	returned
se	suspended external
si	suspended internal
ft	field trips
aeil	illness
o	other
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

F. 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. **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.

- A. 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).
- B. 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.
- C. 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.

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

- A. 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).
- B. 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.

VI. **Oversight Responsibilities**

- A. 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.
- B. 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.
- C. Each school building will establish an Attendance Oversight Committee to review special cases.

VII. **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.

VIII. **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.

Adopted by Board of Education:
January 27, 2003

APPENDIX C

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
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 principal's 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.

RIGHTS AND RESPONSIBILITIES (Code of Conduct III)

RIGHTS

RESPONSIBILITIES

Students

- | | |
|---|---|
| a. To expect that standards of conduct will be applied promptly, fairly and consistently to all students. | a. To respect authority and obey school rules in order to be responsible citizens. |
| b. To expect to learn in a safe environment. | b. To show respect and consideration for the personal and property rights of others. |
| c. To experience an environment that builds positive self-esteem. | c. To provide recognition to others who earn it and acknowledge one's own positive characteristics and successes. |
| d. To expect to take part in all district activities on an equal basis. | d. See Code of Conduct Article III section B for entire list. |

Parents

- | | |
|--|--|
| a. To receive regular and timely communication from the school related to student behavior and learning. | a. To respond to communication from school and to initiate such communication, if needed. |
| b. To expect their child to be in a safe, orderly environment. | b. To prepare the student to assume a positive attitude in the school environment, including respecting the rights of others and the authority of all staff. |
| c. To expect equal and fair treatment of their child by school staff. | c. To understand and support the Liberty Central School District Code of Conduct. |
| | d. To provide recognition to other's and acknowledge positive characteristics and successes. |

All district-wide and school personnel, board of education, school resource officer, volunteers, consultants, and others.

- | | |
|---|---|
| a. To receive cooperation and support from parents/guardians. | a. To regularly, in a timely fashion, inform parents/guardians in matters related to academics and student conduct. |
| b. To expect the best educational performance from all students. | b. To uniformly enforce standards for all students and respect the rights of others, while providing a challenging curriculum. |
| c. To work in an environment that is safe, orderly, and free from disruption. | c. To educate students about responsible and appropriate behavior through the use of various techniques at the class room and building levels, such as modeling and role playing. |

STUDENT DRESS CODE (Code of Conduct V)

A student's dress, grooming and appearance, including hair style/color, jewelry (piercings), accessories (wallet chains), make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, tank tops, net tops, halter-tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, visors, sunglasses, coats, or bandanas in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, defamatory, or libelous, or which denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs or encourage other illegal or violent activities.

Students who violate the dress code shall be required to change or cover the offending item. Failure to do so may result in discipline.

PROHIBITED STUDENT CONDUCT (Code of Conduct VI)

Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. **Engage in alcohol use – by being under the influence of alcohol or by possessing alcoholic beverages on school premises or on a bus going to or from a school function or school-sponsored function.**
2. Engage in the use of drugs or controlled substances, or possessing drugs and/or drug paraphernalia. Excepted is any drug taken in accordance with a current prescription signed by a physician.
3. Engage in acts of stealing, lying, cheating, plagiarism or other acts of dishonesty.
4. Engage in verbal or physical intimidation.
5. Engage in fighting or causing physical harm to another.
6. Disrespect a faculty member.
7. Possess or use a weapon, which constitutes a firearm or destructive device, on school premises.
8. Possess or use knives or other weapons.
9. Fail to comply with the directions of a teacher, administrator or other school employee.
10. Engage in acts of sexual harassment as defined in the district's sexual harassment policy.
11. Use profane, lewd, vulgar, abusive language in words, clothing or signs, which may offend another person.
12. Sell, use or possess obscene material.
13. Are late to school or when they leave school or class without permission.
14. Engage in any willful act, which disrupts the normal operation of the school community.
15. Engage in cigarette smoking or the use of smokeless tobacco on school premises or on a bus going to or from a school function or a school-sponsored function.
16. Engage in any activity that disrupts the educational process.
17. Interfere with the teacher's authority over the classroom.

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

18. Act as a violent pupil.
19. Engage in any activity that vandalizes school property or the property of a student or staff member.
20. Violate the civil rights of another student.
21. Inappropriately use or share prescription or over-the-counter drugs.
22. Initiate a report warning of fire or other catastrophe without valid cause, or misuse 911, or discharge a fire extinguisher.

If a student engages in prohibited student conduct which may constitute a crime, the building principal, or principal's designee must notify the appropriate local law enforcement agency as soon as practical.

STUDENT PENALTIES (Code of Conduct VIII)

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. Information from parents, teachers or others, as appropriate.
6. Other extenuating circumstances.

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

Students found to have violated the District's Code of Conduct may be subject to one or more of the following penalties:

1. Oral warning
 2. Written warning
 3. Written notification to parent
 4. Detention – including Saturday detention
 5. Suspension from transportation
 6. Suspension from athletic participation
 7. Suspension from social or extra-curricular activities
 8. Suspension of other privilege
9. In-school suspension.
 10. Removal from classroom
 11. Short-term (five days or less) suspension from school.
 12. Long-term (more than five days) suspension from school
 13. Permanent suspension from school

Liberty Elementary School Disciplinary Guidelines

Problem Behavior	1st Offense	2nd Offense	3rd + Offense
Insubordinate/Disrespectful <i>Behavior or actions, which impede instruction and/or show a lack of consideration for others, thus violating the school expectations as per the LES matrix.</i>	Lunch, Recess or ASD (1-3 days)	2+ Days ASD	ISS (1 or more days) + Parent Conference
Verbal Abuse (Staff and/or peers) <i>Verbal messages that include swearing, name-calling or use of words in an inappropriate manner.</i>	Warning, Lunch, Recess or ASD (1-3 days)	ASD/ISS	ISS (1 or more days) + Parent Conference
Possession of a weapon <i>As defined in the Code of Conduct, this includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury."</i>	Consequences as defined in the LCSD Code of Conduct	Consequences as defined in the LCSD Code of Conduct	Consequences as defined in the LCSD Code of Conduct
Assaulting a Staff Member <i>Actions involving serious physical contact directed toward a staff member in which injury may occur.</i>	OSS + Parent Conference	OSS, Parent Conference + Possible Superintendent's Hearing	OSS, Parent Conference + Superintendent's Hearing
Destruction of Property <i>Participation in an activity resulting in the destruction or disfigurement of property.</i>	Restitution &/or School Service, ASD, ISS, OSS, Supt. Hearing, &/or Police Involvement based upon severity.	Restitution &/or School Service, ASD, ISS, OSS, Supt. Hearing, &/or Police Involvement based upon severity.	Restitution &/or School Service, ASD, ISS, OSS, Supt. Hearing, &/or Police Involvement based upon severity.
Physical Contact—Push or Minor Hit <i>Actions involving physical contact where injury may occur.</i>	Lunch, Recess or ASD	2+ Days ASD	ISS (1 or more days) + Parent Conference
Fighting—Punch or Intent to Injure <i>Actions involving serious physical contact where injury may occur.</i>	ISS/OSS	ISS (5 days)/ OSS (1-3 days) Parent Conference	OSS (5 days) Parent Conference
Cafeteria/Recess Problems <i>Failure to follow cafeteria and recess expectations</i>	Lunch/Recess Detention	Lunch/Recess Detention (1-3 days)	Lunch/Recess Detention (5+ days) Parent Conference
Threats	ASD/ISS	ISS (1-3 days) Parent Conference	ISS (3-5 days)/ OSS, Parent Conference
Theft	Restitution ASD	Restitution, ISS Parent Conference	Restitution, ISS/ OSS Police
Bus Referral <i>Failure to meet bus expectations</i>	Warning	ASD	Suspension from bus (1-30 days)

Abbreviations		
ASD—After School Detention	ISS—In-School Suspension	OSS—Out of School Suspension

Note:

1. Under certain circumstances, consequences are subject to administrative modification.
2. A PINS (Person In Need of Supervision) petition may be filed when a student has more than ten disciplinary referrals.

MINIMUM PERIODS OF SUSPENSION (Code of Conduct VIII c)

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 to 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 be suspended 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 being removed from the classroom pursuant to Education Law 3214(3)(a) and this code on multiple occasions.

REFERRALS FOR STUDENT SUPPORT (Code of Conduct VIII d)

1. The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions may be filed on any student under the age of 18 who demonstrates he requires supervision by:
 - a. being habitually truant and not attending school as required.
 - b. engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school
 - c. knowingly and unlawfully possessing marijuana in violation of the Penal Law
3. The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court.
 - a. any student under the age of 16 who brought a weapon to school
 - b. any student 14 or 15 years old who qualifies for juvenile offender status
4. The superintendent is required to refer students age 16 or older to the appropriate law enforcement officials.

STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES (Code of Conduct XII a)

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 SCHOOL (Code of Conduct XIII)

The building principals or designees are responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to all visitors to the schools:

1. Anyone not a regular staff member or student of the school will be considered a visitor.
2. All visitors must sign the visitor's register in the Main Entrance. All visitors must be issued and must wear a visitor's identification badge. Visitors must sign out and return the badge upon leaving the premises. Anyone visiting a student must first secure permission from the Building Principal.
3. Visitors attending school functions that are open to the public are not required to sign in.
4. 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.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police will be contacted if necessary.

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 (Code of Conduct XIV)

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 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 to 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 (Code of Conduct XIV b)

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 will 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 (Code of Conduct VI h)

Many times incidents that occur off school premises impact 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.

VERIFICATION OF RECEIPT AND REVIEW OF STUDENT HANDBOOK 2011-2012

Child's Name _____

1. I have received and read the information contained within this handbook.

_____ YES _____ NO

2. I give my permission to release necessary medical information concerning my child to staff involved in his/her education as appropriate.

_____ YES _____ NO

3. I give my permission to photograph my child to highlight special events, projects, and competitions. I understand that these photographs may be sent to local media or used in district publications.

_____ YES _____ NO

4. I give permission for my child to participate in all field trips to other Liberty Central School District buildings that are offered during the 2011-12 school year. I understand that if I do not wish my children to participate in a specific trip, I will contact the teacher directly.

_____ YES _____ NO

Parent/Guardian Signature