

# LIBERTY ELEMENTARY SCHOOL

2015 - 2016 STUDENT HANDBOOK



**Liberty Elementary School**

201 North Main Street  
Liberty, NY 12754

**Superintendent:** William Silver, Ed.D.

**Board of Education**

- Andrew Kavleski, President
- John L. Nichols, Vice President
- Cindy L. Conklin
- Jennifer Desrochers
- Karen Hook
- Marta Illing
- Dr. Philip Olsen
- Daniel Parkhurst
- Robert "Keith" Torrens

**Principal:** Jacqueline Harris

**Assistant Principal:** Victoria Curry

Telephone: (845) 292-5400

Fax: (845) 295-9201

Web site: [www.libertyk12.org](http://www.libertyk12.org)

## WELCOME BACK LES!

Dear Liberty Elementary School Community:

It is a pleasure to welcome the LES community to the **2015 – 2016** school years. We hope that you have enjoyed the summer months with your children, and we know that as opening day approaches the excitement builds for everybody. Our dedicated staff has worked hard throughout the summer to prepare for the best year ever! We are excited to offer LES students many new learning opportunities that will ensure growth for all students. We promise to work hard to meet the individual needs of every student we serve. All kids count at LES!

Liberty Elementary School is committed to maintaining personal connections with our families. We invite you to become active in your child's school life by volunteering, joining the PTO, attending school events and tuning into the daily happenings through the school's website. Research shows that greater connection between home and school can positively influence academic success for children. We believe that communication is essential in creating a successful educational experience, and we will continue to strive to build strong partnerships with our families.

The safety and education of students is what matters most at LES. It is important for all students to come to school on time, attend class regularly, complete all assignments, and behave appropriately. The following pages contain very important information regarding the expectations, policies and procedures for Liberty Elementary School. Please review and discuss this information as a family so that the children are fully aware of what will be expected of them. **Please sign and return the last page indicating that you have reviewed and that you understand this information.**

Together we can create a great learning experience for children. The faculty, staff and administration at Liberty Elementary School are here to support students. Remember our school-wide PBIS expectations . . . **be responsible, be respectful, be there, be ready and follow directions.**

We look forward to an outstanding year for the entire school community! Welcome back!

*Jacqueline Harris*

Jacqueline Harris  
Elementary School Principal

*Victoria Curry*

Victoria Curry  
Elementary School Assistant Principal

## **LIBERTY CENTRAL SCHOOL DISTRICT 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 RESPECT FOR SUCCESS**

As members of the Liberty Central School District community, we

1. Respect each other's space, property, and differences.
2. Speak politely, in pleasant tones, and we listen to each other.
3. Seek out sources and ask questions when confronted with lies or rumors.
4. Strive to meet responsibilities on time and with our best effort.
5. Expect and promote adherence to this code from each other.

### **PBIS EXPECTATIONS**

- Be Responsible
- Be Respectful
- Be There, Be Ready
- Follow Directions

### **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, weight, national origin, religion, age, economic status, marital status, sexual orientation, gender identity and expression, ethnic group 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, the assistant principal or principal 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.

## **PARENT INFORMATION**

**Parents with Disabilities** – Parents with disabilities will have an equal opportunity to participate in the services, programs, and activities of the district, particularly those designed for parental involvement and directly related to their child’s academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel). You should direct requests for accommodations to the Student Services Office (292-5400 X5102) at least ten business days before 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. You can access the email addresses of school employees by going to the website, clicking on “Search/Email”, and typing the employee’s last name in the block provided on the right side of the screen. When you click on “Find”, the name(s) of employees with that last name will appear with their email address. Scroll down until you find the name you are looking for and then click on the email address. A new email screen will appear.

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.
  - a) 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.
  - b) 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) 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.
  - b) 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.

**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.

**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 meetings monthly. 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 17, 2016. 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

**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.

**Parent Conferences** – Parent-teacher conferences are an important element in reporting student progress to parents. They are held once during the school year to discuss individual student progress during the first trimester. 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.

**Parent Portal** – The Liberty Central School District is presently providing access for parents to our "School Tool Parent Portal". Parents/guardians will be able to access their child's information securely in our student management system via the Internet. Viewable information through this portal includes your child's schedule, attendance, discipline, progress reports, report cards, and individual class averages and assignments (as determined by the teacher). In addition, parents/guardians will be able to email teachers from within the portal.

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

1. ONLY parents/guardians who request parent portal access may access to this system.
2. Send an email to [ESParentPortal@Libertyk12.org](mailto:ESParentPortal@Libertyk12.org), from your current email address. For example, if your email address is [sam@yahoo.com](mailto:sam@yahoo.com), then you must send this initial request from that email address. Your email address will become your username for the parent portal. In addition, any email correspondence between you and the school, through this parent portal, will go to this email address.
3. In the subject line of your email, type parent portal access.
4. In the body of the email, please include the following: your name and the name and grade of your child as indicated in the school records. (Joseph Smith grade 10, not Joey Smith)
5. Within one week after you submit your request, you will receive an email with instructions for logging into the parent portal, getting a temporary password, changing your password, and navigating the site. These instructions will also appear on the liberty website at [www.Libertyk12.org](http://www.Libertyk12.org). If you have questions during

the process that the instructions on the website do not address, please email ESParentPortal@Libertyk12.org for assistance.

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

### 2015 - 2016 Bell Schedules



#### **The School Day**

7:45 - Initial bell rings

8:05 - Late bell rings

8:05 - Classes begin

2:35 - Dismissal begins

#### ***Please note:***

1. Prior to 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 2:35 pm dismissal time. Students are working in their classrooms until 2:30, 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 escorted by a designated adult. The designations entail the following:
  - Walkers: Students dismiss directly outside and leave school grounds on their own.
  - Escorted Students: Students dismiss to a pick up zone and leave when the adult designated to meet them arrives.

**2015 - 2016 Liberty Central School District Calendar**

September 7	Labor Day - School Closed
September 8	First Day of Classes - School Opens
September 14	Rosh Hashanah - School Closed
September 23	Yom Kippur - School Closed
October 8	Early Dismissal - "Emergency Go Home"
October 12	Columbus Day - School Closed
November 11	Veterans' Day - School Closed
November 18	Half-Day
November 25	Superintendent's Conference Day - School Closed
November 26-27	Thanksgiving Break - School Closed
December 24-31	Winter Break - School Closed
January 1	Winter Break - School Closed
January 4	School Reopens
January 18	Martin Luther King, Jr. Day - School Closed
January 26-29	Regents Examinations
February 12	Superintendent's Conference Day - School Closed
February 15	President's Day - School Closed
March 21-28	Spring Break - School Closed
May 30	Memorial Day - School Closed
June 14-23	Regents Examinations
June 23	Rating Day and Last Day of School
June 24	Superintendent's Conference Day - School Closed
June 25	Graduation

Days: 184 student days + 5 conference days = 189 total days with 7 snow days

**Make-up Days:** If we use all seven snow days prior to Feb 12, Feb 12 becomes a student day. If an additional day is needed, March 28 becomes a student day.

**Give Back Days:**

- Day 1 - May 27
- Day 2 - April 22
- Day 3 - April 25

**PROFESSIONAL DEVELOPMENT DAYS**

Superintendent Conference Days (School is closed.)

- September 2 & 3, 2015
- November 25, 2015
- February 12, 2016
- June 24, 2016

Half Days (Lunch will be served. Students dismiss at 12:00 Noon):

- November 18, 2015

**OPEN HOUSE**

- September 16, 2015—7:00 PM

**SCHOOL PICTURES**

- September 17, 2015 (Make-up November 2, 2015)

**PARENT CONFERENCE DAYS**

- November 18, 2015 (1/2 Day – Afternoon & 5:30-7:30 Evening Conferences)
- December 1, 2015 (Evening Conferences)

**EXTENDED SCHOOL VACATION DATES**

- Thanksgiving Recess: November 25-27, 2015
- Winter Recess: December 24, 2015-January 3, 2016
- Spring Recess: March 21, 2016-March 28, 2016

**MARKING PERIODS**

	<b>Progress Report</b>	<b>Trimester Ends</b>	<b>Report Card</b>
<b>First</b>	<b>10/30/15</b>	<b>12/4/15</b>	<b>12/21/15</b>
<b>Second</b>	<b>1/29/16</b>	<b>3/11/16</b>	<b>3/30/16</b>
<b>Third</b>	<b>5/6/16</b>	<b>6/10/16</b>	<b>6/23/16</b>

**NEW YORK STATE TESTING SCHEDULE**

- 3<sup>rd</sup> & 4<sup>th</sup> Grade English Language Arts: April 5-7, 2016 Make-ups April 8-12, 2016
- 3<sup>rd</sup> & 4<sup>th</sup> Grade Mathematics: April 13-15, 2016 Make-ups April 18-20, 2016
- 4<sup>th</sup> Grade Science Performance Test: May 25-June 3, 2016 (includes make-ups)
- 4<sup>th</sup> Grade Science Written Test: June 6, 2016
- NYSESLAT (Speaking): April 12-May 13, 2016 (includes make-ups)
- NYSESLAT (Listening, Reading, Writing): May 2-13, 2016 (includes make-ups)

**School Closing Procedures**

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

WVOS - Liberty (95.9 FM)	YNN - (Cable Channel 6 or 706)
WSUL - Monticello (98.7 FM)	WPDH - Poughkeepsie (106.1 FM)
WELV - Ellenville (1370 AM)	WDNB - Monticello (102.1 FM)
WJEFF - Jeffersonville (90.5 FM)	WRNN-TV (Cable Channel 22)

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

**Liberty Central School district Telephone Extensions**

*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 follow the directions at the prompt.

Liberty Central School District Main Number: 292-5400

**District Office**

Dr. William Silver	Superintendent	x2051
Carol Napolitano	Assistant Superintendent	x2052

**Elementary School Main Office**

Jacqueline Harris	School Principal	x2030
Victoria Curry	Assistant Principal	x2030
Lynne Diener	School Social Worker	x2034
Mary Bayer	School Psychologist	x2523
Linda Krokus	School Counselor	x2510
Bill Bivins	Head Custodian	x2512

**Contact Person For...**

Cafeteria/Meal Information	Angie Gonzalez	x2511
Discipline	Victoria Curry	x2503
Health Concerns	Denise Rydell	x2508
Special Education	Eileen Conway-Whitaker	x5102
Lost and Found	Main Office	x2030
Use of Facilities	Mary Kortright	x2052

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](http://www.libertyk12.org). The website includes information on upcoming activities, sports schedules, school news, academic achievements, policy information and a school calendar.

### **COMPREHENSIVE STUDENT ATTENDANCE POLICY**

**A plain language version of the School District's *Attendance Policy* follows. A full version is available in the Superintendent's office, the building principals' offices, and on the District website.**

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 24 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 certificates are awarded at the end of the year to students who meet the following criteria:

- In attendance each day 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 (2:35 pm)

**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 office and the Building Principals' offices.**

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

**Student Penalties**

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

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

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

**Types of Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, teaching assistants, principal, assistant principal, dean of students, superintendent, school personnel

3. Written referral to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, teaching assistants, principal, assistant principal, dean of students, superintendent, school personnel
4. Detention – teachers, teaching assistants, principal, assistant principal, dean of students, superintendent, monitors
5. Parent Conference – guidance counselors, teachers, teaching assistants, principal, assistant principal, dean of students, superintendent
6. Suspension from transportation – director of transportation, principal, assistant principal, dean of students, superintendent
7. Suspension from athletic participation – coaches, assistant coaches, athletic director, principal, assistant principal, dean of students, superintendent
8. Suspension from social or extracurricular activities – advisor in charge of activity, principal, assistant principal, dean of students, superintendent
9. Suspension of other privileges – principal, assistant principal, dean of students, designated staff members, superintendent
10. In-school suspension – principal, assistant principal, dean of students, superintendent
11. Removal from classroom – teachers, teaching assistants, principal, assistant principal, dean of students
12. Short-term (five days or less) suspension from school – principal, assistant principal, dean of students, superintendent, board of education
13. Long-term (more than five days) suspension from school – principal, assistant principal, dean of students, superintendent, board of education
14. Permanent suspension from school – superintendent, board of education.

#### **Minimum Periods of Suspension**

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

#### **RIGHTS AND RESPONSIBILITIES**

##### **Rights**

##### **Responsibilities**

##### **Students**

- |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>a. To expect that standards of conduct will be applied promptly, fairly, and consistently</li><li>b. To expect to learn in a safe environment</li><li>c. To experience an environment that builds positive self-esteem.</li></ol> | <ol style="list-style-type: none"><li>a. To respect authority and obey school rules in order to be responsible citizens</li><li>b. To show respect and consideration for the personal and property rights of others</li><li>c. To provide recognition to others who earn it and acknowledge</li></ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- d. To expect to take part in all district activities on an equal basis.
- d. one's own positive characteristics and successes.
- d. See Code of Conduct Article III, Section B for all activities.

**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 the staff
- c. To expect fair and equal 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 others and acknowledge positive characteristics and successes

**All District-Wide And School Personnel, Board Of Education Members, School Resource Officer, Volunteers, Consultants, And Others.**

**Rights**

- a. To receive cooperation and support from parents/guardians
- b. To expect the best educational performance from all students
- c. To work in an environment that is safe, orderly, and free from disruption.

**Responsibilities**

- a. To inform parents/guardians in matters related to academics and student conduct regularly and in a timely manner.
- b. To uniformly enforce standards for all students and respect the rights of others, while providing a challenging curriculum.
- c. To educate students about responsible and appropriate behavior through the use of various techniques at the classroom and building levels, such as modeling and role playing.

**DASA Addition to Code of Conduct**

Students are entitled to pursue their education in an atmosphere that is safe and conducive to learning - free from bias, bullying, discrimination, intimidation and any form of harassment or threat. Liberty Central Schools Code of Conduct includes the requirements of the Dignity for All Students Act. To this end, the district condemns and strictly prohibits all forms of discrimination and harassment including bullying, taunting or intimidation, against students by students and/or employees on school property, which includes school buses, school sponsored events such as extracurricular events or activities and, in certain circumstances, off-school-property/off school campus conduct, such as cyber-bullying, that is based on but not limited to a student's actual or perceived race, weight, national origin, ethnicity, religion or religious practices, mental or physical abilities, sex, sexual orientation and/or gender identity.

To report an incident, click on this link or enter it into your browser:

<http://www.anonymousalerts.com/libertycscd>

### Liberty Elementary School Disciplinary Guidelines

Problem Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> + Offense
<b>Insubordinate/Disrespectful</b> <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
<b>Verbal Abuse (Staff and/or peers)</b> <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
<b>Possession of a weapon</b> <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
<b>Assaulting a Staff Member</b> <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
<b>Destruction of Property</b> <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.
<b>Physical Contact—Push or Minor Hit</b> <i>Actions involving physical contact where injury may occur.</i>	Lunch, Recess or ASD	2+ Days ASD	ISS (1 or more days) + Parent Conference
<b>Fighting—Punch or Intent to Injure</b> <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
<b>Cafeteria/Recess Problems</b> <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
<b>Threats</b>	ASD/ISS	ISS (1-3 days) Parent Conference	ISS (3-5 days)/ OSS, Parent Conference
<b>Theft</b>	Restitution ASD	Restitution, ISS Parent Conference	Restitution, ISS/ OSS Police
<b>Bus Referral</b> <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.

**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.

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.

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.
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.

#### **Referrals for Student Support**

1. The Guidance Office shall handle all referrals of students for counseling.
2. PINS Diversion Petitions may be filed on any student under the age of 18 who demonstrates that he or she 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 who are age 16 or older to the appropriate law enforcement officials.

#### **Student Lockers, Desks and Other School Storage Places**

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

### Visitors to the School

**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 at the Main Office. All visitors receive and must display 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 a building administrator.
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.
7. Alumni and other former students may not visit during the school day before 3:00PM unless prior arrangement has been made with a faculty or staff member and the faculty or staff member escorts the visitor.

**All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.**

### Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to dress appropriately for the purpose for which they are on school property and abide by established school rules.

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 based on 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 or controlled substances or be under the influence of either substance on school property or at a school function.

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

#### **General Penalties**

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

1. Visitors will have their authorization to remain on school property revoked and they 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**

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

#### **DAILY ROUTINES/GENERAL INFORMATION**

**Absences** – Parents/guardians should call Central Registration (ext. 2331) when their child is absent from school. Parents/guardians who do not phone in will receive a phone call from an automated machine. Each child must submit a written excuse from the parent/guardian upon return to school immediately after any absence. If the student does not bring in an excuse, the absence is considered illegal. Students cannot make up illegal absences. In the case of prolonged or extended absences, the school may require medical certification.

**Annual Notification Forms** – Each September, students will receive a copy of Liberty Elementary School's Handbook. There will be important annual notifications included within the handbook. Both parents and students will be asked to sign and return a form indicating that they have reviewed:

- Acceptable Use Policy
- Release of Medical Information/Permission to Photograph Student
- Student Emergency Evacuation Plan
- Student Emergency Information
- Receipt of Student Handbook

**Assemblies** – Student assemblies are selected to enhance the school curriculum and are seen as part of the overall educational process. Attendance is strongly encouraged. Students are reminded of proper conduct at assemblies and they should: 1) remain with their class and teacher, 2) speak in whispers when necessary, 3) pay attention to the speaker/performer, and 4) applaud only when appropriate.

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

**Backpacks and Messenger Bags** - For health and safety reasons, backpacks, and messenger bags may not be used in the building. They may be used for carrying materials back and forth from home but then must be secured in the student's locker. Failure to comply will result in appropriate disciplinary action. Students carrying purses/handbags/man bags that are greater than 8 inches by 11 inches in size will be considered as carrying a book bag and will be directed to place the book bag in their locker. Such items will also be subject to search.

**Breakfast** - Breakfast is available at no charge to all students in the classroom until 8:10 AM.

**Bus Eligibility** - Transportation is provided to all students living outside the 1 ½ mile regulation. Questions about the school transportation program should be directed to Lorine Lamerand, School Business Manager, at 292-5400 X2060.



**Bus Expectations** - Liberty Elementary School's PBIS team works closely with Rolling V 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 A, with your child.

Consistent or serious bus safety infractions will result in loss of transportation privileges. Students and parents are reminded that the Board of Education, the Superintendent of Schools, and/or Building Administrators have the authority to suspend the transportation riding privileges of students who are disorderly and insubordinate. In such cases, the parents of the children who are involved become responsible for seeing that their children arrive to and depart from school in a safe manner.

**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. For student safety reasons, if it is **ABSOLUTELY NECESSARY** to make a dismissal change via telephone, the request for this change **MUST** be received no later than 1:00 PM. Requests after this time will not be honored.

**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.

**Bus – Late and Activity/Sports** – In addition to regular bus transportation, late buses are provided for regular bus students engaged in approved afterschool activities including those students assigned afterschool detention. The **4:00 PM** bus operates on **Tuesday and Thursday**. Passes to board this bus are available from the activity advisor/teacher.

**Cafeteria** – Students may visit the cafeteria only during their assigned lunch period. Students may socialize at their tables using appropriate voice levels. After eating, students must remove all trays, utensils, and trash to the proper disposal area(s). Littering is prohibited. No food or drink may be taken out of the cafeteria, except in the case of students serving lunch detention or receiving extra help.

**Lunch** – Lunch is available at no charge to ALL students during their assigned lunch period.

1. Parents should be reminded that they have the opportunity to put money on account for their children for snacks. Parents can designate **how** they want the money to be spent.
2. There will be no charges allowed whatsoever for snacks.

**Change of Address/Telephone Number** – Students should report any changes to the main office as they occur.

**Computer Acceptable Use Policy** – Technology is used to support teaching and learning. Networks, including the Internet, allow people to communicate with others using technology. It is the policy of the Liberty Central School District that all technology will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of network privileges for the user.

**Dismissal** – All students are to leave the building at 2:40 PM.

**Distribution of Literature on School Grounds** – No literature may be distributed on school grounds unless the Superintendent and Building Principal approve a copy in advance.

**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.

**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.

**Driveway/Parking** - 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. In order to insure the safety of all students, please abide by the signage that is clearly posted, as well as school personnel that will be directing traffic.

**Electronic Equipment, Toys, Games 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.

**Emergency Forms** - In addition to the annual notification forms listed on page 20, each student will receive a summary of our current records for parents/guardians to verify. The current records will indicate the emergency contacts and important medical records that are on file. Students will receive this emergency form at the beginning of the school year, which must be verified and/or updated and then returned to the Main Office. If at any time there is a change in the student's medical status, it is imperative that the parent/guardian notify the School Nurse to assure the child's safety and well-being.

**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*

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. Rolling V Bus Corp. 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.

**Fines** - All student obligations including the return of textbooks, materials, equipment, and payment of fines must be met by the last day of school. Students with outstanding obligations/fines may not be issued schedules, report cards, and/or diplomas and they cannot register for Summer School.

**Fire Drills** - Fire drills are held throughout the school year according to the New York State mandates. All students are expected to cooperate with staff members during fire drills and leave the buildings in a quiet and orderly manner. The exit routes are posted in each room. Students must stay with their teacher. Behavior that threatens the safety and welfare of others will be subject to disciplinary action.

**Food** - Students may not leave school to get food for lunch during the school day nor may they call to have food delivered.

**Free and Reduced Lunch** - Lunch is available at no charge to ALL students during their assigned lunch period.

**Fundraising** - All fundraising must be approved first by administration. The following regulations shall govern the selling of food and/or articles on school property:

1. Student organizations are responsible for monitoring their sales and leaving the sale area clean. If not, future sales may be denied for the group in question.
2. The sale of items is limited to the time and area designated for that purpose.  
**Candy is not to be sold on buses, in class, or to students or school personnel during the school day without the expressed permission of the Food Service Manager.**

**Health and Safety** - Information related to the items listed below are part of district-wide policies and can be found in the District-Wide Policy and Information booklet available upon request in the Main Office of the individual buildings.

**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:

- Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare.
- 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. If you have questions, please contact Denise Rydell at 292-5400 x2508.



**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. A 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.

**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.

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” procedure. This means that students found with live lice or nits 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” 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.

**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 makeup 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



**Identification** - Students will have photo I. D. cards prepared for use in the cafeteria. Cafeteria Monitors will be responsible for storage of the cards. On a daily basis, Cafeteria Monitors will give the I. D. cards to each student for use when passing through the cafeteria line. After using the I. D. cards, students will return them to the appropriate Cafeteria Monitor.

**Illness and Injury** - 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. If you have questions, please contact Denise Rydell at 292-5400 x2508. **All accidents occurring during school hours must be reported to the Nurse. Accidents on school property occurring after school hours must be reported on the next school day. Allergies and/or rashes must also be reported to the Nurse.**

**Lateness to School and Class** - Students will be admitted to the academic wings beginning at 7:45 AM. Students must be in school by 8:05 AM or shall be considered late to school. As in the workplace, punctuality to school is important.

- **Late to School (Arrival to school after 8:05 AM)** - If a student is late to school, the student must report to the Main Office to sign in and receive a late pass. Failure to sign in immediately upon arrival to the building will result in disciplinary action.

**Leaving School Grounds/Building** – No student is allowed to leave school grounds or go to the parking areas. The school district is legally responsible for each student's welfare. If a student leaves the grounds without permission, he/she becomes truant and is subject to the rules governing truancy. Once students arrive on school grounds, they must remain on school property. If they leave school grounds, they are considered truant.

**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.

**Lost and Found** – Turn in and claim lost jewelry, eyeglasses and electronics in the Main Office. Clothing, footwear, hats, gloves, etc. can be turned in and claimed in the cafeteria.

**Multimedia Tools in the Classroom** – During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, your child may have the opportunity to view one or more videos as part of his or her classroom participation including:

- Videos related to the curriculum being taught to your child
- Videos that are in the LCS library
- Videos that can be obtained through an inter-library loan program

**Office Telephones** – Students are not allowed out of class to use the phone. **If a student finds it necessary to call home, he/she should inform the classroom teacher.**

**Personal Possessions** – Students may not bring wallet/pocket chains, ropes, or straps longer than twelve inches. Bicycles, skateboards, and scooters may not be used on school grounds. Students should walk or carry their bike or scooter while on school grounds. Roller skates, sneaker skates, and roller blades are not permitted. Students should not bring large sums of money or expensive jewelry to school. School personnel may also confiscate any other possessions that may threaten the safety or well-being of others and will hold such items until a parent comes in to pick them up or until the end of the school year. **The school will not be liable for any loss of property, money, or personal possessions during the school day or at extracurricular events.**

**Public Complaints** – Most often, parental complaints and concerns can be addressed simply through a telephone call or a conference with the teacher and/or guidance. If the matter is not settled satisfactorily, the complaint should be directed to the Building Principal. 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, whenever possible.

**Public Displays of Affection** – Intimate kissing and intimate forms of embracing is not appropriate behavior at the elementary school.

**Restrooms** - Restrooms are provided for responsible student use. Please reference the LES Behavior Matrix to review expected restroom behavior.

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

**Safety Hazards** - Items such as fireworks, party snappers, smoke bombs, stink bombs, water balloons, squirt guns, and water pistols present a danger to the safety and welfare of all students. These items are not permitted in school. Students who bring any of these items to school will be subject to immediate disciplinary action. Physical hazards or defects in equipment should be brought to the immediate attention of the building administrators or a staff member.

**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.

**Spectators** - Spectators at events will be expected to place the emotional and physical well-being of the student-athletes first. Spectators are requested to follow the school rules established for the event they are attending. After a warning, a spectator who fails to adhere to these rules will be asked to leave the event and/or refrain from attending future events for a specified length of time.

**Student Participation/Attendance at Afterschool Activities** - Students may not participate in afterschool activities on days that they are absent from school, out-of-school suspended, or in-school suspended on the day of the event.

**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. Please return the signed form to your child's teacher. These agreements are kept on file in the Director of Technology's office at the Central Administration Building.

**Textbooks** - Every student will be responsible for his/her textbooks. Textbooks are to be treated with the greatest care and should be covered at all times. Accurate records will be kept of textbooks when given to students and the condition when given. All textbooks are to be returned at the end of the school year. If not returned, report cards, schedules, and/or diplomas will be withheld. If a student leaves school before the end of the year, the student



is to leave books with the teacher who issued the textbook. A student must pay the replacement value of a textbook if it is lost or not returned.

**Tobacco Policy** - Tobacco products (smoke or smoke-free) are prohibited on school property (NYS Public Health Law, §1399-0). Students are encouraged to inform school employees if they encounter tobacco use on the premises but they are not expected to confront violators. Disciplinary measures for students found using or in possession of tobacco products are outlined in the District Code of Conduct and Behavior Guidelines.

**Truancy** - Any student who is illegally absent from school or leaves school without permission is considered truant. Students who arrive to school but do not attend classes are also considered truant. Students who are truant from school will be subject to disciplinary action including denial of student privileges.

**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 extracurricular activities. Students found violating our school's expectations will be subject to disciplinary action in accordance with the district's code of conduct.

**Website** - Liberty Central School District's website ([www.libertyk12.org](http://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. SchoolMessenger is used to inform parents of school delays, closings and emergencies, as well as other communications about the district.

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

### **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 (292-5400 x2030) or the Office of Student Services (845-292-5400 x5102).

**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.

**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.

**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.

**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.

**SPECIAL PROGRAMS AND SERVICES**

**Accident Prevention and Safety Procedures** - These rules 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 that 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
3. observe the 5 miles per hour speed limit on school grounds

**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.

**Student Support Team/Response to Intervention** - Consists of Administrator, Guidance Counselor, Intervention Specialists, School Psychologist, and School Social Worker. The team meets on one of the six days in a cycle to discuss students identified by school personnel as having difficulty functioning within our school system. Emergencies receive immediate attention. The goal is to provide interventions that will promote student progress and achievement.

**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 the end of the second trimester, 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, 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.

Revised 8-5-2015

**School Psychologist** - If a student or parent feels their child should meet or talk with a school psychologist, they should first discuss it with a Guidance counselor or an administrator. If it is an emergency, the child or parent should contact the administration.

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# Verification of Receipt and Review of Student Handbook 2015 – 2016

1. I have received and read the information contained with this handbook.
2. I understand that medical information concerning my child will be shared with staff involved in his/her education when necessary.
3. I understand that my child(ren)'s photograph may be taken at special events, projects, and competitions and that these photographs may be sent to local media or used in district publications. **If I do not wish for my child's photograph to be published in the local media or district publications, I will contact the Main Office and express my wishes in writing.**
4. I understand that my child may participate in field trips to other Liberty Central School District buildings during the 2015-2016 school year. **I understand that if I do not wish for my child(ren) to participate in a specific trip, I will contact the teacher directly.**
5. I understand that important Annual Notifications are published in the school district calendar and on the school district website. The Annual Notifications are:
  - a. Dignity for All Students Act (DASA)
  - b. Parents Bill of Rights for Data Privacy & Security
  - c. Sex Offender Notification

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Parent Signature

**PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER**