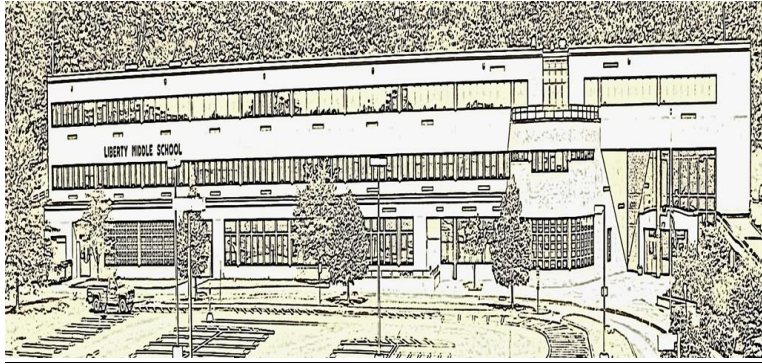


**LIBERTY MIDDLE SCHOOL
2016 - 2017 STUDENT HANDBOOK**



Liberty Middle School
145 Buckley Street
Liberty, NY 12754

Superintendent: William Silver, Ed.D.

Board of Education

Cindy L. Conklin
Matthew DeWitt
Jennifer Desrochers
Karen Hook
Marta Illing
John L. Nichols
Philip Olsen
Daniel Parkhurst
Robert "Keith" Torrens

Principal: Jack Strassman

Assistant Principal: Richard A. Schacher

Telephone: (845) 292-5400

Fax: (845) 292-5691

Web site: www.libertyk12.org

This Student Planner Belongs to

Name: _____

WELCOME BACK!

Welcome back! I hope that you had an enjoyable summer and that you are ready for new challenges and opportunities in the 2016–2017 school year. Mr. Schacher and I are looking forward to working with you and your parents to make a positive difference in your lives through education. We will also, along with staff, address the climate in the building to make it a positive home away from home.

This handbook has been developed to familiarize you with the middle school programs and our expectations for you as a middle school student. These rules and regulations have been established to create an environment that will allow all students to learn. It is important to take the time to read this handbook thoroughly along with your parents. Teachers, guidance counselors, administrators and other staff members will gladly answer any questions.

You have the ability to determine your successes and failures. Come to school each day rested and ready to learn. Attendance and arriving to school on time are important. Students should also consider participating in at least one of the many extracurricular activities we have to offer. Research has shown that when a student is active in his or her school, they do well academically. Whether it's in the classroom, in the community or on the athletic field, I can't wait to see what you will accomplish this year.

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



Mr. Jack Strassman
Principal



Mr. Richard A. Schacher
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 Direction

OLWEUS

- We will respect others
- We will not bully others
- We will try to help students who are being bullied
- We will try to include students who are left out
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home

STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT

It is the policy of the Liberty Central School District not to permit discrimination or harassment based on race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation, or disability in the District's educational programs, activities, or employment.

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 District 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. Teacher's email addresses can be accessed by doing the following:

1. Go to www.libertyk12.org
2. Click on Contact Us
3. Click on middle school "click here"
4. Scroll to find teacher's name and click on name to create an email.

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 (daily & course), discipline, progress reports, report cards, and individual class averages and assignments (as determined by the teacher). In addition, parents/guardians will be able to email teachers from within the portal.

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

1. ONLY parents/guardians who request parent portal access may access to this system.
2. Send an email to MSParentPortal@Libertyk12.org, from your current email address. For example, if your email address is sam@yahoo.com, then you must send this initial request from that email address. Your email address will become your username for the parent portal. 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. If you have questions during the process that the instructions on the website do not address, please email MSParentPortal@Libertyk12.org for assistance.

Please understand that the Liberty Central School District DOES NOT have access to your password. If you forget your password, please use

the system process to acquire a new one. No one in the district 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.

2016 - 2017 BELL SCHEDULES

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

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

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

PD	CONCERT/PEP RALLY	
Entry	8:00AM	8:10 AM
HR	8:10 AM	8:15 AM
1	8:15 AM	8:50 AM
2	8:53 AM	9:28 AM
3	9:31 AM	10:06 AM
4	10:09 AM	10:44 AM
5	10:47 AM	11:22 AM
6	11:25 AM	12:00 PM
7	12:03 PM	12:38 PM
8	12:41 PM	1:16 PM
9	1:19 PM	1:54 PM
PGM	2:00 PM	2:57 PM

PD	TWO-HOUR DELAY	
Entry	10:00 AM	10:07 AM
HR	10:07 AM	10:12 AM
1	10:12 AM	10:41 AM
2	10:44 AM	11:13 AM
3	11:16 AM	11:45 AM
4	11:48 AM	12:17 PM
5	12:20 PM	12:49 PM
6	12:52 PM	1:21 PM
7	1:24 PM	1:53 PM
8	1:56 PM	2:25 PM
9	2:28 PM	2:57 PM

Early Dismissal:
When decided by 10:30,
ES dismisses at 12 and MS/HS dismisses at 12:15

	EARLY DISMISSAL
4	10:30 AM – 10:54 AM (Lunch)
5	10:57 AM – 11:21 AM (Lunch)
6	11:24 AM – 11:48 AM (Lunch)
7	11:51 AM - 12:15 PM (Lunch)
8 & 9	Cancelled

2016 – 2017 LIBERTY CENTRAL SCHOOL DISTRICT CALENDAR

September 1	Superintendent's Conference Day – School Closed
September 2	School Closed
September 5	Labor Day – School Closed
September 6	Superintendent's Conference Day – School Closed
September 7	First Day of Classes – School Opens
October 3	Rosh Hashanah – School Closed
October 10	Columbus Day – School Closed
October 11-12	Yom Kippur – School Closed
November 11	Veterans' Day – School Closed
November 16	Half-Day
November 23	Superintendent's Conference Day – School Closed
November 24-25	Thanksgiving Break – School Closed
December 24-31	Winter Break – School Closed
January 1-2	Winter Break – School Closed
January 3	School Reopens
January 16	Martin Luther King, Jr. Day – School Closed
January 24-27	Regents Examinations
February 17	Superintendent's Conference Day – School Closed
February 20	President's Day – School Closed
March 17	Superintendent's Conference Day – School Closed
April 10-14	Spring Break – School Closed
May 16	School Budget Vote and Election
May 29	Memorial Day – School Closed
June 14-22	Regents Examinations and Finals
June 23	Rating Day and Last Day of School
June 24	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 February 15, February 20 becomes a student day. If an additional day is needed prior to March 17, March 17 becomes a student day and the conference day moves to June 26.

Give Back Days:

Day 1 – May 26
Day 2 – April 17
Day 3 – April 18

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)
WSUL - Monticello (98.7 FM)
WELV - Ellenville (1370 AM)
WJEFF - Jeffersonville (90.5 FM)

YNN - (Cable Channel 6 or 706)
WPDH - Poughkeepsie (106.1 FM)
WDNB - Monticello (102.1 FM)
WRNN-TV (Cable Channel 22)

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

LIBERTY CENTRAL SCHOOL TELEPHONE EXTENSIONS

Superintendent	292-5400 ext.2051
Business Office	292-5400 ext.2052
Student Services/CSE	292-5400 ext.5106
Central Registration Office	292-5400 ext.2331
Middle School Main Office	292-5400 ext.2300
Middle/High School Principal	292-5400 ext.2302
Middle School Assistant Principal	292-5400 ext.2306
Dean of Students (Grades 5-12)	292-5400 ext.2306
Guidance Department	292-5400 ext.2300
Nurse	292-5400 ext.2316

WHERE TO FIND HELP

Athletic Information/Athletic Director	292-5400 ext.2013
Bus Route - Rolling V Bus Co.	292-4485
Clubs/Activities	Activity Advisor
District Website	www.libertyk12.org
Employment Information/Working Papers.....	292-5400 ext. 2300
Illness (School Nurse).....	292-5400 ext. 2316
Late (Tardy) or Absent (Main Office).....	292-5400 ext. 2300
Lost Articles (Main Office).....	292-5400 ext. 2300
Report of Child Abuse Incident	292-5400 ext. 2321

Progress and Marking Period Timetable School Year 2016 – 2017

PERIOD	PERIOD ENDS	TOTAL DAYS	GRADES SUBMITTED BY 9:00 AM	REPORT CARDS MAILED HOME	INCOMPLETES CHANGED TO THE HIGHER OF THE EXACT GRADE OR 50.
1 st Progress	Oct. 7, 2016	22	Oct. 17, 2016	Oct. 18, 2016	Dec. 2, 2016
1 st Quarter	Nov. 11, 2016	21	Nov. 16, 2016	Nov. 17, 2016	
2 nd Progress	Dec. 16, 2016	22	Dec. 21, 2016	Dec. 22, 2016	Feb. 10, 2017
2 nd Quarter	Jan. 27, 2017	23	Feb. 1, 2017	Feb. 2, 2017	
3 rd Progress	Mar. 3, 2017	23	Mar. 8, 2017	Mar. 9, 2017	May 5, 2017
3 rd Quarter	Apr. 7, 2017	24	Apr. 19, 2017	Apr. 20, 2017	
4 th Progress	May 19, 2017	25	May 24, 2017	May 25, 2017	No Incompletes Allowed in the 4 th Quarter
4 th Quarter	Jun. 23, 2017	24	Jun. 23, 2017	Jun. 26, 2017	

Second semester begins Monday, January 30, 2017

IMPORTANT DATES

1. First Semester Finals are due for review by January 6, 2017
2. Second Semester and Full-Year Finals are due for review by May 26, 2017
3. Last date for Field Trips is May 5, 2017
4. Advanced Placement Exams are May 1 through May 12, 2017

Parent-Teacher Conferences:

September 13, 2016	–	7:00 PM to 9:00 PM (Open House – MS)
September 15, 2016	–	7:00 PM to 9:00 PM (Open House – HS)
November 16, 2016	–	12:30 PM to 3:00 PM (MS)
November 17, 2016	–	6:30 PM to 8:30 PM (MS)
		6:30 PM to 8:30 PM (HS)
April 20, 2017	–	6:30 PM to 8:30 PM (MS)
		6:30 PM to 8:30 PM (HS)

HS Honors Breakfasts

1 st Quarter	Wednesday, December 7	Grades 9 and 10
	Thursday, December 8	Grades 11 and 12
2 nd Quarter	Wednesday, February 22	Grades 9 and 10
	Thursday, February 23	Grades 11 and 12
3 rd Quarter	Wednesday, May 17	Grades 9 and 10
	Thursday, May 18	Grades 11 and 12

MS Honors Ceremonies

1st Quarter	Monday, December 5	Grade 5
	Tuesday, December 6	Grade 6
	Thursday, December 8	Grade 7
	Friday, December 9	Grade 8
2nd Quarter	Monday, February 13	Grade 5
	Tuesday, February 14	Grade 6
	Wednesday, February 15	Grade 7
	Thursday, February 16	Grade 8
3rd Quarter	Monday, May 1	Grade 5
	Tuesday, May 2	Grade 6
	Wednesday, May 3	Grade 7
	Thursday, May 4	Grade 8

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.

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

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

Please note that your child's attendance appears on all report cards and school progress reports. If you have any questions regarding absences and academic progress, contact your child's guidance counselor by calling the Guidance Office at 292-5400 ext. 2006.

I. Definition of Terms

- A. **Teacher** - is a member of the teaching or supervisory staff employed by the District.
- B. **Employee Other than a Teacher** - is a suitable person, other than a teacher employed by the District, in a position appropriate for the maintenance of pupil records. Within the District, such an "employee other than a teacher" can be any or all of the following: school nurse, secretary to the principal, student services secretary, teaching assistant, or teacher aide.
- C. **Pupil** - is a child enrolled in the District. For the purposes of this policy, terms "pupil" and "student" are interchangeable.
- D. **Scheduled Instruction** - is every period that a pupil is scheduled to attend actual instructional or supervised study activities during the course of a school day during the school year from July 1 through June 30.
- E. **Excused (*Legal*) and Unexcused (*Illegal*) Absences - Appropriate Grounds for Excused (*Legal*) Absences, Tardiness, and Early Departure.** The following list represents appropriate reasons for being absent, tardy or departing early:

Excused (*Legal*):

1. Personal illness
2. Impassable roads/ dangerous weather condition
3. District not providing transportation to school
4. Religious observation or religious education
5. Approved college visit
6. Serious illness or death in family
7. Medical appointment
8. Approved school-sponsored meetings, activities (including field trips), interscholastic athletics, musical and other competitions
9. Approved cooperative/work study program
10. Driver's permit test/road test
11. Appropriate participation (pursuant to established guidelines) in a recognized community function or service (i.e., assisting on ambulance calls, assisting with the fire company, etc.)
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

Unexcused Absences, Tardiness, and Early Departures

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

Unexcused (*Illegal*):

1. Overslept
2. Cold weather
3. Missed the bus
4. Babysitting
5. Vacation
6. Needed at home
7. Shopping

- A. **Register of Attendance** – any written or electronic record maintained for recording the attendance, absence, tardiness, or early departure of a pupil.
- B. **Student Participation/Attendance at Afterschool Activities** – Students may not participate in or attend afterschool activities on days that they are absent from school.

II. Goals and Objectives of the Comprehensive Student Attendance Policy

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

Objectives:

- 1.1) Exclusive of excused (*legal*) absences, each pupil will attend school for the requisite number of days during each academic year.
- 1.2) Exclusive of excused (*legal*) absences, each pupil will attend on time, both for the start of school as defined for each student and for individual classes during the school day.
- 1.3) Exclusive of excused absences, each pupil will remain in his/her classes throughout the allotted time.

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

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

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

III. Record keeping

A. Attendance record keeping shall conform to the following:

1. For pupils in Grades PreK-8 who do not regularly transfer between classrooms during the school day for instruction, attendance shall be taken once per school day and each pupil's presence or absence shall be recorded. If students are dismissed from the school building for lunch, attendance shall also be taken in the same manner at the start of afternoon classes.

2. For pupils in Grades PreK-12 who regularly transfer between classrooms during the school day for instruction, attendance shall be taken in each period of scheduled instruction (except where pupils attend class in the same room for consecutive periods of instruction) and each pupil's presence or absence shall be recorded.

3. Any pupil's absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.

4. If a pupil arrives late or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused as provided for in this policy.

5. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system, or water supply, fuel supply shortage or structural damage to the building, etc.

6. A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Section 3202(1-a) of the Education Law.

B. All entries in the register of attendance shall be made by a teacher or another employee other than a teacher permitted to make such entries in accordance with this policy. Any individual authorized to make entries in the register of attendance shall verify, by oath or affirmation, the contents of the entries.

C. Student attendance records shall be reviewed by the Principal of each school building in the District in order to initiate appropriate actions to address unexcused student absences, unexcused student tardiness and early departures.

D. The District shall maintain a register of attendance for each student. Each register of attendance shall be prepared in accordance with this policy and shall contain the following information for each student: name; date of birth; names of parent(s) or person(s) in parental relation; address where student resides; phone number(s) where parent(s) or person(s) in parental relation may be contacted; date of enrollment; and a record of the student's attendance on each day of scheduled **instruction**.

IV. Procedures to Make Up Legal Absences (*Grades 9-12*)

A. An absence note is required within two (2) days of the absence in order to make up excused (legal) absences.

B. Students will be given the opportunity to make up an excused (*legal*) absence. This must be arranged by the student with the classroom teacher within five (5) school days of the absence and completed within the timeframe specified by the department/teacher. Students with unexcused absences should make up the work to stay current; however, this work will not be graded. Parents are encouraged to contact the Main Office of the respective school to get work if the student is expected to be absent for an extended period.

C. No missed work may be turned in after the end of the quarter. Failure of the student to complete the make-up work on time may result in the student receiving a lowered grade in the assignment.

D. To be eligible for Summer School, a student taking a full-year course must have a minimum final average of 60 with fewer than 18 unexcused absences. Exceptions to the summer school policy should initiate through the guidance counselor and be approved by the Building Principal or his designee.

E. When a student of compulsory attendance age reaches 10 unexcused absences, a PINS Diversion will be filed for attendance.

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

Students

- | | |
|--|--|
| <ol style="list-style-type: none"> a. To expect that standards of conduct will be applied promptly, fairly, and consistently b. To expect to learn in a safe environment c. To experience an environment that builds positive self-esteem. d. To expect to take part in all district activities on an equal basis. | <ol style="list-style-type: none"> a. To respect authority and obey school rules in order to be responsible citizens b. To show respect and consideration for the personal and property rights of others c. To provide recognition to others who earn it and acknowledge one’s own positive characteristics and successes. d. See Code of Conduct Article III, Section B for all activities. |
|--|--|

Parents

- | | |
|---|--|
| <ol style="list-style-type: none"> a. To receive regular and timely communication from the school related to student behavior and learning | <ol style="list-style-type: none"> 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
- c. To expect fair and equal treatment of their child by school staff
- 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 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.

- 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.
- 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/libertycsd>

**LIBERTY MIDDLE SCHOOL
EXPECTATIONS AND SETTINGS MATRIX**

Voice Levels	0 Silent	1 Whisper	2 Speaking Voice	3 Slightly Raised	4 Outside
	Classroom	Common Areas	Bathroom	Outside and Departure Time	Drill
Be Responsible	<p>Exercise self-control.</p> <p>Appropriate voice level 0-1 & proper language.</p> <p>Express yourself in a positive way.</p> <p>Wait to be recognized to speak.</p>	<p>Put all electronic devices in locker at start of day.</p> <p>Pick up after yourself.</p> <p>Keep locker clean.</p> <p>Be responsible for your actions.</p> <p>Follow adult direction.</p> <p>Exercise self-control.</p> <p>Follow dress code guidelines.</p>	<p>Wash hands.</p> <p>Keep area clean.</p> <p>Report any problems quickly.</p> <p>Exercise self-control.</p>	<p>Put all electronic devices in locker at start of day.</p> <p>Exercise self-control.</p> <p>Walk directly to your destination.</p> <p>Once there, remain on bus.</p> <p>Remain in front courtyard and foyer until 8:00 am.</p> <p>Engage only in approved activities.</p>	<p>Appropriate voice level 0 & proper language.</p> <p>Follow adult directions.</p> <p>Exercise self-control.</p> <p>Know primary & secondary exit routes & procedures.</p>
Be Respectful	<p>Be an active listener.</p> <p>Be tolerant of others & their opinions.</p> <p>Respect all school community members equally.</p> <p>Respect others' space.</p>	<p>Hold the door open for the next person.</p> <p>Appropriate voice level 0-1 and proper language.</p> <p>Respect others' space.</p>	<p>Respect others' privacy.</p> <p>Keep hands & feet to yourself.</p>	<p>Keep hands & feet to yourself.</p> <p>Respect others' personal space.</p>	<p>Keep hands & feet to yourself.</p> <p>Listen for drill instructions.</p>
Be There Be Ready	<p>Have materials (homework, books, pencils, etc.)</p> <p>Be on time.</p> <p>Line up quickly.</p> <p>Voice level 0-1.</p>	<p>Gather supplies.</p> <p>Upon arrival, dismissal, and between class move quickly to where you need to go.</p>	<p>Return to class promptly.</p> <p>Have a pass from your teacher.</p> <p>Stay on task.</p>	<p>Be on time to school.</p> <p>Have materials.</p> <p>Follow dress code guidelines.</p>	<p>At signal follow drill procedures.</p> <p>Voice Level 0.</p>
Follow Directions	<p>Follow adult directions.</p>	<p>Walk on right side of hallway.</p> <p>Use voice level 0-1.</p> <p>5th & 6th grade uses main stairs & middle level teams use cafeteria stairs at arrival.</p>	<p>Wash hands.</p> <p>Voice level 0-1.</p>	<p>Follow teacher to exit.</p>	<p>Treat all drills seriously.</p>

LMS BEHAVIORAL GUIDELINES (INCLUDING DEFINITIONS)

LEVEL 1 – TEACHER RESPONSIBILITY

BEHAVIOR VIOLATION	DEFINITION	OCCURRENCE
Academic Misconduct	Failure to participate in classroom activities	Call Home/ Teacher Detention(s)
Classroom Disruption	Acts that interfere with other students learning	Call Home/ Teacher Detention(s)
Cutting Class	Failure to show for scheduled class or reporting more than 20 minutes late.	Call Home/ Teacher Detention(s)
Failure to Report to Homeroom	Any student who is seen in the building before homeroom who fails to show for homeroom.	Call Home/ Teacher Detention(s)
Inappropriate Behavior	Any behavior not identified on this list.	Call Home/ Teacher Detention(s)
Inappropriate Display of Affection	Any intimate and/or excessive kissing, caressing, and fondling or suggestive bodily contact between students	Call Home/ Teacher Detention(s)
Indirect Profanity	Use of profanity not directed towards anyone	Call Home/ Teacher Detention(s)
Late to Class (3 or More Times)	Arriving in class after the late bell rings – A referral will be written for each occurrence of 3 or more late	Call Home/ Teacher Detention(s)
Late to Homeroom	Arriving to homeroom after 8:10 am without a pass	Call Home/ Teacher Detention(s)
Leaving Class without Permission	Walking out of class without faculty or staff permission	Call Home/ Teacher Detention(s)
Misuse of Pass Privileges (note 2)	Failure to report to the destination noted on a pass OR arriving at a destination without a pass when one is needed.	Pass Restriction
Tardy to Class	Arriving late to class 5 minutes or more	Call Home/ Teacher Detention(s)

LEVEL 1 – ADMINISTRATOR RESPONSIBILITY

BEHAVIOR VIOLATION	DEFINITION	OCCURRENCE	
		MINIMUM	MAXIMUM
Bus Misconduct	Failure to follow school rules while on school bus	Warning	Bus Suspension
Cafeteria Misconduct	Throwing food, leaving tables messed, loud noises, etc.	Warning	5 detentions
Dress, Appearance, Book Bag (note 1)	Any garment, accessory, or bag that violates school policy	Warning	5 detentions
Electronic Equipment	Any electronic equipment not required by a teacher for use in class.	Warning	5 detentions
Inappropriate Display of Affection	Any intimate and/or excessive kissing, caressing, and fondling or suggestive bodily contact between students	Warning	5 detentions
Late to School - (note 3)	Arriving to school after 8:10AM and before 8:30AM	1 DET/EACH 2 LATES	
No Show - Teacher Detention (note 4)	Failure to serve detention for a teacher	2 LUNCH DET/EACH MISSED DETENTION	

LEVEL II

Behavior Violation	Definition	Occurrence
Cheating	Obtaining answers from another student's homework and/or quiz/test	"0" ON ASSIGNMENT, PARENT CONTACT - ISS
Computer Misconduct	Violating the District's Acceptable Use Policy	LOSS OF COMP. PRIVILEGES
Continuation of Unmodified Level I Behavior	4 th or more violation of Level I Behavior	1 - 5 ISS
Directed Profanity to Another Student	Use of profanity directed towards a student	1 - 5 ISS
Disrespect to Staff	Aggressive verbal behavior towards an adult in the building	1 - 5 ISS
Failure to Report to T1	Did not report to T1 after being sent	1 - 5 ISS
Forging a Pass or Note	Falsely and fraudulently making or altering a document	1 - 5 ISS
Harassment/Bullying	(See note 6)	1 - 5 ISS
Leaving School Building/Grounds without Permission	Walking off school grounds or out of the building without appropriate permission when school is in session	1 - 5 ISS
Loitering	Being in any location on school grounds when not authorized to be there	1 - 5 ISS
No Show - Administrator Detention	Failure to serve detention for an administrator	(See note 7)
Non-Compliant Behavior	Failure to follow appropriate adult direction	1 - 5 ISS
Physical Contact/Verbal Altercation	Contact or verbal altercation between two or more individuals	1 - 5 ISS
Plagiarism	Taking credit for another person's work	1 - 5 ISS
Possession/Use of Tobacco Paraphernalia	Possessing/using paraphernalia including rolling papers, cigarette lighters, matches, etc.	1 - 5 ISS
Refusing to Leave Class	Failure to follow the direction of an adult to leave the place of instruction or school-related activity	1 - 5 ISS
Truancy	Any pupil subject to compulsory full-time education who is absent from school without valid excuse	1 - 5 ISS
Vandalism	Abuse or destruction of school or personal property or equipment	1 - 5 ISS AND RESTITUTION
Verbal Abuse to Peer	Verbal Messages that include swearing, name calling or use of inappropriate language	1 After School Detention - 5 ISS

LEVEL III

Behavior Violation (note 8)	Definition	Occurrence
Arson	The willful or malicious burning of property especially with criminal or fraudulent intent	3 OSS - 5 OSS+
Assault/ Severe Fighting	A threat, attempt, or actual attack intended to inflict offensive physical contact or bodily harm on a person that puts the person in immediate danger of or in apprehension of such harm or contact	3 OSS - 5 OSS+
Bomb Threat, False Emergency Alarm, or Threat of Weapon	Making a threat of a bomb, a false emergency, or a threat of a weapon	5 OSS+
Continuation of Unmodified Level II Behavior	4 th or more violation of a Level II behavior	3 OSS - 5 OSS+
Criminal Mischief	Willful, wanton, or reckless damage to or destruction of another's property	3 OSS - 5 OSS+
Directed Profanity to Staff	Use of profanity directed towards faculty and staff	3 OSS - 5 OSS+
Extortion	Obtaining money or property from another through coercion or intimidation	3 OSS - 5 OSS+
Fighting	Physical Altercation between two individuals	3 OSS - 5 OSS+
Inciting a Fight, Riot, or Demonstration	The act of persuading, encouraging, instigating, pressuring, or threatening to cause another to behave inappropriately	3 OSS - 5 OSS+
Physical Abuse, Contact, or Threat of Staff	Any action taken by a student against an adult that would endanger the welfare or physical being of the adult	3 OSS - 5 OSS+
Possession, Use, or Transfer of Fireworks and Dangerous Weapons or Instruments	Any pyrotechnic device or any device that may be used to inflict harm on another	5 OSS+
Possession/Use of Tobacco or Tobacco Products (see note 8)	Possessing/using tobacco products on school grounds including smokeless tobacco product	3 OSS - 5 OSS+
Refusing to Serve In-School Suspension	Student has an assigned ISS and refuses to serve.	2 - 5 OSS+
Sale, Possession, or Use of Alcohol, Drugs, or Drug Paraphernalia	Introduction of any illegal substance onto school property including prescription and non-prescription medicines	5 OSS+
Sending, Possessing, or Displaying Offensive or Obscene Language or Pictures including taking and/or posting videos of school incidents or violating a student's privacy.	Any offensive material that is harmful or demeaning to another individual	1 - 5 OSS
Severe Non-Compliant Behavior	Gross failure to follow adult direction that creates an unsafe situation	1 ISS - 5 OSS+
Sexual Harassment/Misconduct	Uninvited and unwelcome verbal or physical conduct directed at an individual because of his or her sex	1 ISS - 5 OSS+
Theft, Possession, or Sale of Stolen Property	Any property that a student does not have a legal right to possess	1 ISS - 5 OSS+
Vandalism (Aggravated)	Intentional abuse or destruction of school or personal property or equipment that threatens the safety of others	1 ISS - 5 OSS+ AND RESTITUTION

Notes:

1. **Student may be required to call home for proper clothing, sent home to get clothing, sent to the Transition Room for the remainder of the period that student is sent to office, or returned to class. Parent will be notified.**
2. **Student will receive 7-14 school days of pass restriction for the first offense, 14-30 school days pass restriction for the second offense, and pass restriction for the remainder of the school year for the third offense.**
3. **A note for excused late to school must be received within two school days of the late.**
4. **Student will receive two detentions for each teacher detention missed.**
5. **Bullying is a conscious, willful, deliberate activity intended to harm where the offending student(s) get pleasure from the targeted student's pain and/or misery. It can be verbal, physical, and/or relational. It can have as its overlay race, ethnicity, religion, gender, sexual orientation, or physical/mental ability. It includes all forms of hazing and cyber bullying. It can be and often is continuous and repeated over time . . . but it does not have to be. Once is enough to constitute bullying.**
6. **Student may receive up to one day of In-School Suspension for each missed administrator detention.**
7. **These offenses may result in notification to law enforcement officials.**
8. **In addition to any other penalties, students may be placed on pass restriction.**

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 greeter's desk in the Main Lobby. 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. 2330) 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 packet of forms for parents/guardians to review and in most cases, return with a signature. These forms include:

- Acceptable Use Policy¹
- Release of Medical Information/Permission to Photograph Student
- Student Emergency Evacuation Plan¹
- Student Emergency Information¹
- Receipt of Student Handbook^{1, 2}

¹- Indicates form **MUST** be returned with required information/signature

²- A student must submit this form to the Main Office in order to receive a student tracker.

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.

Parents who wish to remove their child from assemblies must provide a written note to the Main Office 24 hours before the start of the assembly. Students will not be allowed to leave school grounds unless their parent comes to school to sign them out.

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.

Bus – Conduct – The school bus is in reality an extension of the school and student behavior will be evaluated by the same standards. Eating on the bus may be prohibited if, in the driver's opinion, the practice results in excessive littering. Students must follow the behavioral guidelines and procedures of Liberty High School while boarding and riding the bus to and from school and school-sponsored activities including the use of electronic equipment. The driver or bus aide will write a referral for any behavior that is inappropriate. Examples of inappropriate behavior include, but are not limited to vulgar language, refusal to comply with bus rules, eating and drinking, harassment, inappropriate gestures to those inside and outside the bus, and failure to sit in assigned seats. In addition, students are expected to comply with the following safety regulations:

1. Students have five minutes from the time of their dismissal from school to board their bus. Students who are late due to their own negligence will be expected to seek alternate means of transportation.
2. Students may not get off buses once they have boarded without authorization or consent or unless an emergency arises.
3. Students who desire transportation on buses other than their own must obtain **written** consent of their parents and approval of appropriate school authority and present it to the driver of the alternate vehicles. Groups of students, e.g. Brownies, Girl Scouts, etc. will be allowed to ride only if their presence on the bus does not overload the vehicle. Should the number of students in the group cause the vehicle to be overloaded, transportation will be denied to the entire group.
4. Students must be promptly seated once entering the bus and remain seated while the bus is in motion until the bus comes to a complete stop. Students are not allowed to occupy any position that will interfere with the vision of the driver and his/her driving. Bus drivers are authorized to assign seats. In addition to their belongings, students are to keep their feet, legs, and arms out of the center aisle. Students shall obey all bus driver/aide instructions while on the bus.
5. Students must maintain conversations in a normal tone of voice so that the driver's distraction is kept to a minimum. Students shall maintain complete silence whenever a school bus approaches a railroad track.
6. Students are not permitted to extend their arms or heads out of the bus windows. Students are to place all wastepaper in the receptacles provided on each bus. Throwing of litter in or out of the bus is strictly prohibited.
7. Upon being discharged from a school bus, students are expected to proceed directly to their home or to school.
8. Students, who must cross the road to board or upon discharge from a school bus, must cross ten feet in front of the bus when signaled to do so by the bus driver.
9. Large parcels, groceries, and pets are prohibited from being brought on the bus.

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 – 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.

The **6:00 PM** bus operates **Tuesday through Thursday** during sports seasons. Seasonal passes are issued to regular bus students who become members of an interscholastic sports team. At the end of the season, passes are returned to the coach. Failure to comply with pass procedures will result in disciplinary action. Students not affiliated with an interscholastic sports team may NOT ride these buses.

Bus – Student Responsibilities

1. Students are not to enter the bus when the driver is not there.
2. Students are to be at their bus stop five minutes **before** their "normal" pick-up time.
However, in the event a student is not at his or her stop, it is **expected** that the bus will still

stop. If the dwelling is out of the driver's sight, the driver will wait for a sufficient amount of time necessary for the students to board the bus and students to be seated. If not waved on by a parent at this point, drivers may proceed to their next stop if the student is not in sight of the bus driver.

A student or students who are habitually late in getting to their bus stop on time will receive a referral addressing the issue, along with the parents being contacted to discuss/resolve the issue. Each bus must keep a timely schedule in order to arrive at school for the 8:00 AM unloading time. Exceptions can be made in times of inclement weather regarding a bus's timetable as road conditions can effect pick-up times substantially.

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

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 in the T1 Room. Students with a pre-signed pass may go to the library or get help from a teacher. Passes to other locations will not be allowed. **Failure to adhere to these rules will lead to disciplinary action.**

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 by 3:05 PM unless under the direct supervision of a staff member or coach, or face disciplinary action.

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.

Early Leave Request Procedure – If a student must leave school before the end of the school day, he or she must adhere to the following procedures:

1. Students should bring a note from a parent/guardian to the greeter's desk in the Main Lobby immediately upon arrival at school and get an official early dismissal permission slip.
2. The note should clearly state the REASON for the early leave request, the SPECIFIC TIME requested, if the parent/guardian is giving a second PARTY PERMISSION to pick up the student and the arrangements for TRANSPORTATION. Only those individuals authorized by parents on the Student Emergency Form may pick up the student; however, an emergency contact may not request to sign out a student without verification from the parent/guardian. The individual picking up the student must sign the student out at the greeter's desk in the Main Lobby.
3. Students who have permission to leave school early must wait in the classroom until their transportation arrives. The greeter's desk will notify the classroom when the student's transportation arrives.
4. Any student with an approved early leave must sign in at the greeter's desk if he/she returns to the school before the end of the school day. Students will not be allowed to leave and return during study halls, lunch etc., **as Liberty Middle School is a closed campus.** Leave/return permission will be granted for emergency doctor, clinic and court, The student must bring in proof of appointment

from the appropriate facility upon return.

Dress Code - Liberty Middle School administration and teachers expect students to present themselves in a manner that is respectful and appropriate. Students' clothing should not offend others, cause embarrassment to them, present a health hazard, or create a disruption in classes.

Dress Expectations - Please note: Building administrators will make the final decision on dress code violations including items that are inappropriate for school but not mentioned in this policy. If necessary, parents will be notified and asked to come to school to either pick up their student or bring proper attire.

The following expectations will be enforced:

1. For health and safety reasons, students are expected to maintain hygienically clean attire.
2. Student clothing is required to cover a student's "personal and private" areas - including the chest, midriff, groin, and buttocks.
3. Students are not to wear clothing that is provocative in nature, reveals undergarments, or worn in a manner which is offensive or distracts from the educational process. Low-cut backs, low-cut fronts, bare midriffs, or bare stomachs are **NOT** allowed. Some examples of inappropriate clothing may include, but are not limited to, halter, tube and transparent tops, pants and shorts with holes in them, high slit dresses/skirts, and dresses or shorts of inappropriate length.
4. Students are not to wear clothing that includes words, graphics, or innuendo which are obscene, vulgar, abusive, or discriminatory (some examples may include, but are not limited to, ethnic, racist, sexual, or sexist remarks/images), or which promote or advertise weapons, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Examples: Confederate flag, swastika, guns or ammunition, Playboy bunny, alcohol logos, and tobacco logos.
5. Metal chains, studs, spike jewelry and/or accessories are considered a safety concern and are not to be brought to or worn in school.
6. Certain classes, such as industrial art, physical education, science, etc., require students to wear appropriate and/or protective clothing or equipment. Failure of students to wear these required items at the request of the classroom teacher will be considered insubordination and will be addressed through disciplinary action.
7. Students are not allowed to wear hats, caps or any headgear during the instructional day 8:10 a.m. to 3:05 p.m.
8. Students are not allowed to wear jackets in classrooms, hallways, cafeteria, and during assemblies. Students are expected to leave their jackets in their locker after entering school.

Required - Hygienically clean attire and shoes.

Eighth Grade Promotion Guidelines:

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

Students **MUST** have a 60 average in order to attend summer school.

- Student Fails: Plan of Action:

- 5 core subjects - Repeat 8th grade

- 4 core subjects - Repeat 8th grade

- 3 core subjects - The student must attend summer school and successfully pass two core classes

- 2 core Subjects - The student will attend summer school for both subjects.
If not, student will be added to AIS in the following year.

- 1 core subject - The student should attend summer school for the course
or the student will be placed in a support class for that subject.

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

- Administration reserves final discretion in all cases. Administration will rely

heavily on teacher input.

- As decisions are made, ELA and Math grades will be a large part of the determination.
- An 8th grade student must pass 4 out of the 5 core classes by August, 2015 in order to enter LHS as a 9th grader.
- Foreign Language is not offered during summer school.
- Student will be placed in 9th grade support classes for a core class that is not passed by August, 2015.
- Placement in a support class will be required for promotion and may take the place of a study hall or elective course in the student's schedule.

Electronic Equipment – Electronic devices have become an integral part of the educational process. Electronic devices enhance the learning experience providing access and tools for all students. Most students possess such devices and parents support their appropriate use in a school setting. Liberty Middle School encourages the appropriate use of electronic devices in the classroom or other school settings. The personal use of electronic devices must not endanger persons or property, disrupt the educational process, or violate a publicized policy of the school. The behavior of the student using the device is addressed rather than the possession of the device.

Use in the Classroom - Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools including on line texts, interpretations, and other resources thereby connecting the classroom to the world. Use of electronic devices is inextricably linked to greater success in the acquisition of skills and competencies and prepares students for post-secondary education, the workplace and life. Use of electronic devices is not appropriate where safety is a concern, for example in technology education

Classroom use of electronic devices is subject to regulation by the teacher and a social contract is encouraged subject to classroom rules developed as part of the social contract. If electronic devices are utilized by the instructor as part of a planned instructional design, cooperative grouping ensures that all students have access to the electronic device.

The possession and use of Electronic Devices (E-Devices) is a privileged part of the educational experience. The school may revoke the privilege of possessing and using E-devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information which shall include but not be limited to pagers, cellular phones, iPods, Personal Digital Assistants, MP3 Players, portable music players, laptops, CD players, game players, cameras, video cameras, GPS, etc.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN E-DEVICES, ITS PROGRAMS OR ITS CONTENTS.

1. E-Devices may be carried by the student during the school day but must be carried in the off or silent mode.
2. E-Devices may be used, viewed, listened to by students before and after school. Additionally E-Devices may be used in the classroom for academic purposes/note taking at the discretion of the teacher. Teachers are encouraged to develop lessons utilizing technology, and under those circumstances, use is allowed.
3. Electronic devices should be turned off and out of sight in academic settings when not employed for coursework as well as in bathrooms, the hallways, locker rooms, and the school health office.
4. In the event of illness at school, students must utilize the health office in order to facilitate parent contact, not personal electronic devices. The school nurse is responsible for monitoring all dismissals due to illness.
5. It is never acceptable to take photos or videos of others without their permission.
6. It is never acceptable to send threatening or harassing text messages or phone calls.
7. Electronic devices are not to be used on exam days.

CONSEQUENCES – Students who violate this policy regarding cell phones and electronics device are

subject to appropriate disciplinary consequences.

First Offense: Confiscation by staff member; phone returned to student through Administration at end of school day.

Second Offense: Confiscation by staff member; Parent required to claim item from Administration.

Third Offense: Confiscation by staff member; phone returned to student through Administration at end of school year.

If a student refuses to surrender electronic device to staff member, Administration is called and incident is handled as non-compliant behavior.

Emergency Forms – Each student will receive a ‘Student Emergency Form’ for updating emergency contacts and student health information. Students will receive this emergency form at the beginning of the school year, which must be completed and returned to the Main Office. Failure to submit a completed and validated emergency form by the fourth day of attendance will result in loss of privileges. 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 – Advisors/coaches are in charge of student conduct. Parents are invited and encouraged to chaperone selected school field trips. Any parent interested should contact their child’s teacher. Behavior that discredits Liberty Middle School will not be tolerated. Students are expected to leave and return on the same bus. Parents who want their children to return in the family vehicle must secure permission before the trip from the advisor/coach and an administrator. **Students who have outstanding disciplinary obligations will not be allowed to participate.**

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.

Fundraising – All fundraising must be approved first by Student Council and then 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 school buildings.

Bus Emergency Drill	Removal of Students En Route to or from School
Emergency Closings	School Bus Safety Rules
Fire Drills	Student Dismissal Precautions Regulations
Emergency Plans	

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

Identification – Students must have their photo I. D. cards on their possession at all times, which will allow them to be identified by any staff member. Failure to have one's photo I.D. card will result in disciplinary action. Students must also present their I. D. cards when passing through the cafeteria line or when attending afterschool activities including dances and sporting events.

Illness and Injury – A Registered Nurse is available to address all student medical concerns during the school day. Should the student need to leave school for medical reasons, the Nurse will contact home and the Main Office. Students must wait in the Nurse's Office to be picked up. **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.**

Immunization Compliance

1. Students admitted to school, who have not completed all required immunizations, must show proof of the next scheduled appointment to continue immunization series.
2. If a parent/guardian fails to comply with the immunization requirements, the 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.

Immunizations Required by Law – In accordance with the New York State Law (§2164), the following immunizations are required for all students entering our school district and those students already attending our school, regardless of the age of the student or grade level.

- 3 doses of diphtheria toxoid (usually administered as DPT, DT, DtaP or TD)
- 3 doses of Pertussis and Tetanus (for children born on or after January 1, 2005 it is included in DPT or DtaP injection)
- 3 doses of oral polio vaccine (OPV) or 3 doses enhanced inactivated poliovirus (EIPV) or 4 doses IPV
- *3 doses of Hepatitis B (K-12 students born on or after January 1, 1993) (Pre-K children born on or after January 1, 1995)
- 2 doses of Measles, Mumps and Rubella (MMR) (Pre-K requires only 1 dose of MMR but must have 2nd MMR before entering Kindergarten)
- *1 dose of Varicella (Pre-K child born on or after January 1, 2000 and students entering the 6th grade in September 2005) plus T-Dap
- 3 doses Haemophilus Influenza type b (HIB) (Pre-K if less than 15 month of age)
- 1 dose Haemophilus Influenza type b (HIB) (Pre-K if over 15 months)
- Tuberculin Test (PPD) and Lead screening: Highly recommended
- 7th grade meningococcal immunization

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

All new entrants must have proof of immunizations or begin new immunization series. Exceptions are made only for valid medical or religious reasons. For medical exemptions, the healthcare provider submits, in writing, the reason for the exemption and expected date medical exemptions can resume. Exemptions other than medical must be submitted in writing to the Superintendent of Schools for review and approval. Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenza Type B (Hib), and Varicella before entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates. For more information on health issues, contact the School Nurse at 292-5400 x2016.

Lateness to School and Class – Students will be admitted to the academic wings beginning at 8:00 AM. Students must be in school by 8:10 AM or shall be considered late to school. As in the workplace, punctuality to school is important.

- Late to School (Arrival to school after 8:10 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.

- Late to Homeroom (Arrival to homeroom after 8:10 AM) – If a student is late to homeroom without a pass, the student will receive a referral for late to homeroom.
- Late To Class – Students are expected to be in every class, on time, at the beginning of every period. Students who arrive to class after the late bell, without a legitimate pass, are considered late to class. Repeat incidents will result in further disciplinary action.
- Tardy to Class – Students, who arrive to class more than five minutes late but less than 20 minutes late, are considered tardy and they will receive disciplinary action. Students who are late 20 or more minutes will receive a referral for cutting.

Leaving School Grounds/Building – No student is allowed to leave school grounds or go to the parking areas, except by special permission from administration. 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/Library Passes – The library is open to students for use during lunches and study halls as per Mrs. Parks schedule. Books may be checked out for a period of two weeks. Students using the library from a study hall or lunch must get a pre-signed pass from the librarian – these students are limited to using the library one period a day, unless working on a school related project.

While in the Library, students must follow the set rules. Any damage done to materials will result in the student making restitution for the damage. Upon entering the library, students must show their pre-signed tracker to the librarian and must sign in at the front desk (students must stay in the library for the entire period).

Lockers – Students will be assigned hall lockers and/or physical education lockers the first day of school or as soon as possible thereafter. **Students are not allowed to share lockers or locker combinations.** In order to minimize congestion in the halls, as well as for student safety, it is recommended that students only go to their locker before homeroom, before lunch, and upon dismissal. Any problems with lockers should be reported to the Main Office.

Lost and Found – Turn in and claim lost articles at the greeter's desk in the Main Lobby.

Medical History/Physical Examination Forms

1. All new students, Pre-K, 1st, 3rd, 7th, and 10th grade students are required to have a physical examination.
2. Students Pre-K through 12th grade will receive a vision screening annually.
3. Students Pre-K through 7th grade and 10th grade will receive a hearing screening annually.
4. Students ages 8 to 16 will have a scoliosis screening annually.

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

1. A note from the doctor and the parent requesting that the student be allowed to take medication during school hours must be submitted to the Nurse.
2. The note and the medication should be brought to the Nurse by a parent or guardian. **Medicine must be brought in the original container with a proper label identifying the student's name, the medication, and the dosage, accompanied by a parent and doctor note to administer the medication.**
3. The Nurse will give the student a pass to return to the Health Office to take the medication.
4. At no time are students allowed to bring ANY MEDICATION to school without following the above procedure. This includes Tylenol, aspirin, or any over-the-counter medications. If students are in possession of these medications, including sharing these medications with other students, severe disciplinary action will result.
5. Every effort to take medication at home rather than in school should be made. Medication that is required three times per day can be taken at home (before school, upon arrival home from school, and at bedtime).

6. Under certain circumstances, healthcare providers may request that a student carry their own medication and be able to self-administer. This requires a specific request by the healthcare provider and must show that the student has been instructed in, and understands, the purpose and appropriate method and frequency of use.

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
- PG-13, PG, and G-rated videos

Any videos shown outside the above guidelines will require written notification to parents specifying the videos content and suitability.

Parent/School Communication – Newsletters and flyers regarding school information and activities are occasionally sent home with students. Let your child know that you expect him/her to give you these notices. At the beginning of each month, a lunch calendar and newsletter for that month is sent home. The menus can also be found on the District website (www.libertyk12.org).

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

Pass Restriction – Students who habitually violate the use of passes will be placed on pass restriction. The length of the restriction will be determined based on the degree of violation. Students on pass restriction may not leave a classroom without an escort except during the changing of classes. For the purpose of this section, any room in the building is considered a classroom.

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

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.**

Physical Examinations – In accordance with the state New York State Education Law, each student shall receive a physical exam given by the school doctor or family physician upon entrance to school in grades 1, 3, 7, and 10. If the parent/guardian elects to have their healthcare provider complete the school physical, forms are available from the School Nurse. If the form is not submitted to the School Nurse by October 1 of the school year, then the school physician will perform the student's physical. Passes will be issued to students for appointments made by the Nurse's Office. Students wishing to participate in an interscholastic athletic program **must** also have a physical examination. Sports physicals are offered in May and June of each school year. Students who prefer to have a private sport physical may obtain the sport physical form from the School Nurse or coach. All sports physicals are good for one calendar year from the date given. Information related

to each sport's physical requirements is in the Athletic Rules and Regulations Handbook.

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 are not allowed in school or on school grounds. Students will be warned the first time. Subsequent offenses will lead to disciplinary action.

Restrooms – Restrooms are provided for responsible student use. Disciplinary action will result for the following infractions including, but not limited to loitering, sharing a stall, overuse of bathroom privileges, and vandalism. During their lunch period, students are to use only the restrooms across from the cafeteria. Faculty restrooms are for faculty/staff only.

Rotating Schedule – Liberty Middle School is on an A-B 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.

School Nurse – A registered Nurse will be on duty in the Health Office during school hours. Students must have a pass or a scheduled appointment in order to see the School Nurse. Students will be responsible for presenting a pass verifying their whereabouts to their official teacher on the first day they return to class.

School Safety Plan – The Liberty School District has a building-level emergency response plan for each building. These plans define how the district and each building will respond to acts of violence and other disasters. A copy of the district-wide safety plan is available in each building.

Student Planners – Students will receive a student planner to use as an assignment book. Students must print their names on the inside cover in the space provided. Planners must remain intact throughout the entire school year, if not; planners can be replaced for a nominal fee in the main office. The planners are to be used as hall/corridor passes and students must have their planner signed by a staff member when they are in the halls during class time.

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.

Working Papers - Applications are available in the Main Office. Working papers should be obtained during the regular school year. If a sports physical has been issued through the Health Office within the last 12 months of applying for working papers, the Nurse may complete the physical form. The Nurse is not available in the summer.

STUDENT PRIVILEGES

Extracurricular Activities - It is an honor for students to be selected as a team member and for them to represent Liberty Middle School in interscholastic athletics or other school-sponsored activities. Students selected to represent our school are expected to exhibit proper behavior. Good sportsmanship from Liberty Middle School's student body is expected in our school and at activities in other communities. Clubs and Club activities meet between 3:00 PM and 3:55 PM on Tuesdays and Thursdays. Class meetings will be held when necessary and at the request of class officers with approval of advisors and administration. Students must be in school before 3rd period begins (currently 9:45AM) in order to participate for the day.

A pupil may not represent the school in any interscholastic contest or other activity if his/her citizenship and behavior, either in or out of school, is considered unsatisfactory. Truancy, illegal tardiness to class or school, cutting classes, failure to apply oneself to schoolwork, and other infractions of school or community standards, rules, and regulations may revoke a student's eligibility. Students who are suspended the day of an activity or who owe detentions may not participate in practices or events. Participation in these events/activities is subject to proper academic standing as delineated in the weekly Academic Probation List.

National Junior Honor Society - Liberty Middle School has a charter for a National Junior Honor Society. This organization is for students in the 7th, 8th, and 9th grades that maintain an overall average of 88% and meet the standard for character, service, and leadership. Students at the end of 6th grade may be considered for membership. All members must complete an approved school community project. Students may see the advisor in the Middle School for more information.

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.

Sports - Liberty Middle/High School offers a full range of interscholastic sports. In most cases, three levels of competition are offered: Varsity, Junior Varsity, and Modified, as well as boys and girls teams, where appropriate. The following athletic programs are offered: Alpine Skiing, Baseball, Basketball, Cheerleading, Cross-country Running, Football, Golf, Indoor Track, Soccer, Softball, Tennis, Track and Field, Volleyball, and Wrestling.

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. If there is a weekend event, the student must be in attendance and in good standing the school day before the weekend event. Students with missed detentions will not be allowed to attend until the new consequence is served. Students on Academic Probation level 3 may not participate in extracurricular activities or interscholastic sports activities. Students must be in school before 3rd period begins (currently 9:45 AM) in order to participate for the day.

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

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.

Academic Intervention Services is designed to support students in their efforts to meet graduation requirements. Students will be assigned to an academic intervention class:

- If a student has received a 1 or 2 on an eighth grade state assessment
- If a student has received a 1 or 2 on an eighth grade state assessment and does not pass the course in summer school
- If the student fails a Regents exam

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 or guidance counselor 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 number of hours 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.

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 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.

GUIDANCE DEPARTMENT

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

The counseling staff welcomes conferences with students, parents and teachers. For the most efficient and effective service we ask that you make an appointment in advance to see the assigned counselor. Exceptions will be made for emergency and crisis situations. Please call 292-5400 ext. 2306 or stop by the office to schedule an appointment. Students and parents strongly encouraged to use Guidance services. Students who wish to meet with their guidance counselor should see the guidance secretary who will arrange the date and time of the appointment. Parents may arrange an appointment with Guidance Counselors in person or by telephone at 292-5400 ext. 2306.

Grades 5/6 Ms. Behrman
Grade 7/8 Mrs. Nikolis

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 Middle School works in partnership with parents to maintain learning and working environments that support positive student attitudes and character. Student 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. PBIS (Positive Behavioral Intervention and Supports) are the accepted standards for behavior modification. The Olweus Anti-Bullying Program is also a part of our building character education program.

Student Support Team/Response to Intervention - Consists of administrators, Guidance personnel, teacher input, school psychologist, and School Nurse. The team meets on a weekly basis to discuss students identified by school personnel as having difficulty functioning within our school system. Emergencies receive immediate attention.

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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