

LIBERTY MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK 2023-2024



Liberty Middle School

145 Buckley Street
Liberty, NY 12754

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Assistant Superintendent: Lynnette Brunger

Assistant Superintendent of Business: Laurene McKenna

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WELCOME

Welcome back! We hope that you had an enjoyable summer and that you are ready for new challenges and opportunities in the 2023-2024 school year. Our Assistant Principals Dr. Woods, Mrs. Miraglia and I are looking forward to working with you and your parents/guardians to make a positive difference in your lives through education.

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 a safe and comfortable environment that will allow all students to learn. It is important to take the time to read this handbook thoroughly along with your parents and/or guardians. Teachers, guidance counselors, administrators and other staff members will gladly answer any questions.

You have the ability to determine your success and know that we are here to help you reach your goals. Come to school each day rested and ready to learn.

Be Responsible - Be Respectful - Be There Be Ready

Attendance and arriving at school on time are important. Students should also consider participating in at least one of the many extracurricular activities we have to offer. Whether it's in the classroom, in the community or on the athletic field, we can't wait to see what you will accomplish this year. Please read this entire handbook carefully, as there may be changes from the previous year. Let's make this an outstanding year for the entire school community!

Ms. Heather Cheh
Principal

Mrs. Christine Miraglia
Assistant Principal Grades 5 & 7

Dr. Robert Woods
Assistant Principal Grades 6 & 8

Mr. James Simon
School Resource Officer

Instagram @libertyms_ny
[Liberty Central School District Website](#)

LIBERTY CENTRAL SCHOOL DISTRICT

Mission: To empower each student to contribute and thrive in a diverse community by pursuing their potential.

Vision: Cultivating trust and courage to be innovative and persevere.

LIBERTY MIDDLE SCHOOL

Mission & Vision Statements

Mission: To prepare students by promoting academic excellence, respectfulness, independence, and responsibility.

Vision: To foster growth and potential in an accepting, diverse, and enriching community.

Collective Commitments

At LMS through MTSS, PLCs, and LIM

We will...

- continue working flexibly, positively, and collaboratively, as professionals
- be positive members of our collaborative and grade level teams, contributing to the process of preparing and educating students
- practice open communication, build productive relationships, and be dedicated to having a solution-oriented mindset
- analyze data results appropriately and effectively to focus instruction and improve student outcomes
- provide leadership opportunities for students to be accountable for their learning and growth
- develop a strong partnership with parents and community members to provide informational resources, as well as strategies to help students achieve success

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.

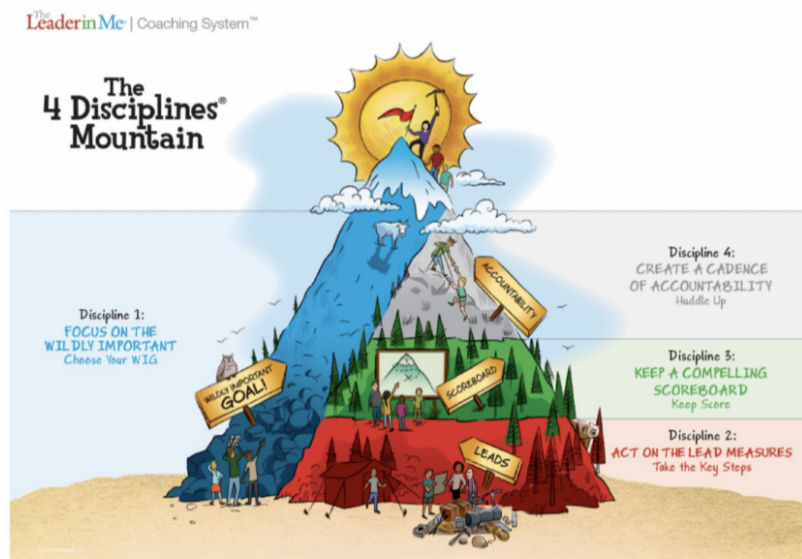
Parents with special needs

Parents with special needs 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.

DISTRICT SOCIAL EMOTIONAL LEARNING INITIATIVE

Leader In Me 7 Habits

1. Be Proactive
2. Begin With the End in Mind
3. Put First Things First
4. Think Win Win
5. Seek First to Understand, Then be Understood
6. Synergize
7. Sharpen the Saw



DAILY PROCEDURES

Student Arrival

Entry doors, designated by each school, will be opened by a staff member who will supervise the doors, at least 20 minutes prior to the tardy bell. Students will enter through the designated doors and proceed to their designated waiting location and/or breakfast to wait until they are dismissed to class. Once the tardy bell rings, all outside doors will be closed and locked.

- Early arrival is at 7:30am
- The bell to go to homeroom is at 7:55am
- Grades 5 & 6 enter through the cafeteria door
 - If you are eating breakfast, enter the cafeteria and remain there until the bell rings
 - If you are not eating breakfast, remain in the hallway
- Grades 7 & 8 enter through the main entrance (set of doors on the right)
 - If you are eating breakfast, walk down to the cafeteria and remain there until the bell rings
 - If you are not eating breakfast, remain in the main lobby

Students Arriving Late

The front doors will be locked at the time of the tardy bell. Visitors and tardy students must request entry into the building by pressing the intercom button located at the main entrance.

Students who arrive after the tardy bell at 8:05am, must report directly to the greeter desk to sign in and receive a tardy pass.

VISITING PROCEDURES

To ensure the safety of our students, staff, and visitors, the Liberty Central School District has implemented a single point entry system for all school buildings. This system includes the use of a camera, intercom and buzzer to gain access. All exterior doors will remain locked and visitor access will only be available through the main entrance.

Coming to Campus

After a visitor pushes the intercom button, school personnel will:

- Request that the visitor shows identification to the intercom camera.
- Verify via SchoolTool that the visitor is on the student's contact list If the person is here for a student.
- Verify the reason for the visit.
- Verify that the visitor has an appointment.
- If the visitor does not have an appointment, the greeter will check the availability of the person they wish to visit. If that person is unavailable, the visitor will be advised to make an appointment or come back another time.

Using the Self-Serve Kiosk to Enter the Building

- If the visitor is able to enter, the greeter will unlock the “entry door” to enable access to the vestibule.
- The visitor will go to the self-service kiosk and will scan their license or state-issued identification. The kiosk will communicate to the office staff whether the visitor is okay to enter the building.
- The visitor will be buzzed through the second set of doors to the greeter, who will confirm the purpose for their visit, give them a temporary badge, and have them sign in the visitor’s log.

If Visitor is Unable to Use the Self-Serving Kiosk

- If the visitor is not able to use the self-serving kiosk due to not having a state issued ID, a school administrator will have to verify that the person is legitimate.
- Following this, the greeter will confirm the visitor’s information and the person they are picking up or visiting.
- Then, the visitor will receive a visitor pass to wear while on campus.

After Receiving the Visitor Pass

- The visitor will go directly to the greeter’s desk to sign in and receive a visitor pass to wear while on campus from the greeter if the kiosk was unable to print one.
- The person they are meeting will be contacted and respond to the greeter’s desk.
- All visitors will be accompanied by a school staff member.
- Before leaving campus, visitors must return their pass to the front desk.
- If the person is signing out a student, the office staff will bring the sign-out sheet out to the vestibule.

Dropping off an item for a student

When dropping off an item for a student the parent/guardian will:

- Press the intercom button
- Show identification to the intercom camera
- The visitor will be asked the what they are dropping off and to whom
- The greeter will verify that the visitor is on the student’s contact list
- The parent/guardian will be asked to enter the entrance vestibule
- The parent/guardian will label the item with the provided labels and place it on the table within the vestibule and the greeter will ensure the visitor leaves the building.

After the School Day

Parents picking students up prior to dismissal are asked to arrive before 2:40 pm, students will not be released from class after 2:40 pm. *Note: Regular dismissal is at 2:57pm.*

Visitors that need to enter the building at the end of the day will follow the procedures above.

LMS Bell Schedule 2023-2024

PD	REGULAR		PD	TWO-HOUR DELAY		PERIODS	LIM Assembly/ DEAL Lessons	
Entrance	7:55 AM	8:05 AM	Entrance	9:55 AM	10:05 AM	Entrance	7:55 AM	8:05 AM
HR	8:05 AM	8:15 AM	HR	10:05 AM	10:12 AM	Homeroom	8:05 AM	8:15 AM
1	8:15 AM	8:57 AM	1	10:12 AM	10:41 AM	LIM Assembly/ 1	8:18 AM	9:07 AM
2	9:00 AM	9:42 AM	2	10:44 AM	11:13 AM	2	9:10 AM	9:46 AM
3	9:45 AM	10:27 AM	3	11:16 AM	11:45 AM	3	9:49 AM	10:25 AM
4	10:30 AM	11:12 AM	4	11:48 AM	12:17 PM	4	10:28 AM	11:04 AM
5	11:15 AM	11:57 AM	5	12:20 PM	12:49 PM	5	11:07 AM	11:43 AM
6	12:00 PM	12:42 PM	6	12:52 PM	1:21 PM	6	11:46 AM	12:22 PM
7	12:45 PM	1:27 PM	7	1:24 PM	1:53 PM	7	12:25 PM	1:01 PM
8	1:30 PM	2:12 PM	8	1:56 PM	2:25 PM	8	1:04 PM	1:40 PM
9	2:15 PM	2:57 PM	9	2:28 PM	2:57 PM	9	1:43 PM	2:19 PM
							2:21 PM	2:57 PM
PD	THREE-HOUR DELAY		PD	HALF-DAY		Periods	TWO-HOUR DELAY & DEAL	
Entrance	10:55 AM	11:05 AM	Entrance	7:55 AM	8:05 AM	Entrance	9:55 AM	10:05 AM
HR	11:05 AM	11:15 AM	HR	8:05 AM	8:15 AM	HR	10:05 AM	10:12 AM
1	11:15 AM	11:37 AM	1	8:15 AM	8:39 AM	LIM Assembly/ 1	10:15 AM	10:57 AM
2	11:40 AM	12:02 PM	2	8:42 AM	9:06 AM	2	11:00 AM	11:24 AM
4	12:05 PM	12:27 PM	3	9:09 AM	9:33 AM	3	11:27 AM	11:51 AM
5	12:30 PM	12:52 PM	8	9:36 AM	10:00 AM	4	11:54 AM	12:18 AM
6	12:55 PM	1:17 PM	9	10:03 AM	10:27 AM	5	12:21 AM	12:45 PM
7	1:20 PM	1:42 PM	4	10:30 AM	10:54 AM	6	12:48 PM	1:12 PM
3*	1:45 PM	2:07 PM	5	10:57 AM	11:21 AM	7	1:15 PM	1:39 PM
8	2:10 PM	2:32 PM	6	11:24 AM	11:48 AM	8	1:42 PM	2:06 PM
9	2:35 PM	2:57 PM	7	11:51 AM	12:15 PM	9	2:09 PM	2:33 PM
							2:36 PM	2:57 PM
PD	EVENTS		PD	EVENTS 1.5		PD	TESTING	
Entrance	7:55 AM	8:05 AM	Entrance	7:55 AM	8:05 AM	Entrance	7:55 AM	8:05 AM
HR	8:05 AM	8:15 AM	HR	8:05 AM	8:15 AM	HR	8:05 AM	8:15 AM
1	8:15 AM	8:50 AM	1	8:15 AM	8:45 AM	Testing	8:15 AM	10:10 AM
2	8:53 AM	9:28 AM	2	8:48 AM	9:18 AM	1	10:12 AM	10:41 AM
3	9:31 AM	10:06 AM	3	9:21 AM	9:51 AM	4	10:44 AM	11:13 AM
4	10:09 AM	10:44 AM	4	9:54 AM	10:24 AM	5	11:16 AM	11:45 AM
5	10:47 AM	11:22 AM	5	10:27 AM	10:57 AM	6	11:48 AM	12:17 PM
6	11:25 AM	12:00 PM	6	11:00 AM	11:30 AM	7	12:20 PM	12:49 PM
7	12:03 PM	12:38 PM	7	11:33 AM	12:03 PM	2	12:52 PM	1:21 PM
8	12:41 PM	1:16 PM	8	12:06 PM	12:36 PM	3	1:24 PM	1:53 PM
9	1:19 PM	1:54 PM	9	12:39 PM	1:09 PM	8	1:56 PM	2:25 PM
Program	2:00 PM	2:57 PM	Program	1:20 PM	2:57 PM	9	2:28 PM	2:57 PM

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 tool. Please make sure your information is accurate.**

Liberty Central School Telephone

Superintendent: Dr. Patrick Sullivan292-5400 ext.2051
Assistant Superintendent: Lynnette Brunger292-5400 ext. 2052
Assistant Superintendent of Business: Laurene McKenna.....292-5400 ext.2052
Student Services/CSE: Deborah DeGraw292-5400 ext.5106
Central Registration Office.....292-5400 ext.2331
Middle School Main Office.....292-5400 ext.2300
Middle School Principal: Ms. Heather Cheh..... .292-5400 ext.2302
Middle School Assistant Principal: Dr. Robert Woods..... .292-5400 ext.2306
Middle School Assistant Principal: Mrs. Christine Miraglia..... .292-5400 ext.2306
Guidance Department: Ms. Behrman, Ms. Krokus292-5400 ext.2311
Middle School Psychologist: Erin Hadjstylianos..... 292-5400 ext.2027
Nurse: Ms. Kristy Kavleski292-5400 ext.2316

Where to find help

Athletic Information/Athletic Director	292-5400 ext.2013
Bus Route – Rolling V Bus Co.	292-4485
District Website	www.libertyk12.org
Employment Information/Working Papers	292-5400 ext. 2311
Illness (School Nurse)	292-5400 ext. 2316
Late (Tardy) or Absent (Greeter's Desk)	292-5400 ext. 2300
Lost Articles (Cafeteria)	292-5400 ext. 2300

COMPREHENSIVE STUDENT ATTENDANCE POLICY

[5100 Student Attendance- final copy for adoption \(1\).pdf](#)

In accordance with state law and regulations, the Board of Education recognizes that regular attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is important that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To make sure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- This plain language summary of Liberty Central School District's attendance policy is included in the student handbook and will be reviewed with students at the start of the school year. *Student handbooks are available to students on district provided iPads.*
- Parents will receive the plain language summary of Liberty Central School District's policy by mail (*via Annual Notifications page in the Liberty CSD School Calendar*) at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy. *Copies of this policy will be made available to any parent, upon request.*
- When a student is habitually (1 x weekly) absent, tardy, or leaves early from class or school without excuse, the student's guidance counselor, nurse, teacher or case manager will notify the student's parent(s) by phone and/or mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- School newsletters and publications will include periodic reminders of the components of this policy.

Excused and Unexcused Absences

Excused ATEDs are defined as **absences, tardiness, and early departures (ATEDs)** from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the building principal (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

General Procedures/Data Collection

- Attendance will be taken during each class period (grades 5-8)
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the data person responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in a prompt manner. Each building will have a support person or support team review students' attendance on a weekly basis.
- Where additional information is received that requires corrections to be made to a student's attendance records, such corrections will be made immediately. Notice of such a change will be sent to appropriate school personnel (Data person via School Tools) subject to applicable confidentiality rules.
- Attendance data will be reviewed on a weekly basis to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall request a pass from students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal *or their designee*.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they **miss ten percent or more** of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with Liberty Central School District's policy.

Consequences of Excessive ATEDs

A designated staff member(s) (the student's guidance counselor, nurse, teacher or case manager) will contact the student's parents and the student's guidance counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Such staff member(s) shall remind parents of the attendance policy, explain the consequences of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

If attendance does not improve, those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school. In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

Students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any missed work. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Students who are absent will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question. (If the child has been in an alternate setting- hospital, etc. only 25% of the work will be required to be made up over an extended period).

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.
Adoption date: February 21, 2017

Liberty Middle School Discipline Consequences for Attendance Policy Violations

1. Discipline: A student will receive a lunch detention after 5 lates to school and thereafter until they reach 10 lates.
2. When a student reaches 10 lates, a half day of In-School Suspension will be administered.
3. After 12 lates a full day of In-School Suspension will be assigned and a parent conference will be required.
4. This will reset after each marking period and the student will go back to zero for discipline purposes only.

LMS Progress and Marking Period Timetable School Year 2023 - 2024

PERIOD	PERIOD ENDS	TOTAL DAYS	GRADES SUBMITTED/AC ACADEMIC ELIGIBILITY GRADE PULL BY 8:00 AM	REPORT CARDS MAILED HOME	INCOMPLETES CHANGED TO THE HIGHER OF THE EXACT GRADE OR 50.
1 st Progress	Oct. 6, 2023	22	Oct. 11, 2023	Oct. 13, 2023	Dec. 1, 2023
1 st Quarter	Nov. 9, 2023	22	Nov. 15, 2023	Nov. 17, 2023	
2 nd Progress	Dec. 15, 2023	22	Dec 20, 2023	Dec. 21, 2023	Feb. 9, 2024
2 nd Quarter	Jan. 26, 2024	22	Jan. 31, 2024	Feb. 2, 2024	
3 rd Progress	March. 1, 2024	22	Mar. 6, 2024	Mar. 8, 2024	April 26, 2024
3 rd Quarter	Apr. 12, 2024	22	Apr. 17, 2024	Apr. 19, 2024	
4 th Progress	May 10, 2024	20	May 15, 2024	May 17, 2024	No Incompletes Allowed in the 4 th Quarter
4 th Quarter	Jun. 13, 2024	22	Jun. 20/26, 2024	Jun. 27, 2024	

Second Semester begins Monday, January 29, 2024

IMPORTANT DATES

Parent-Teacher Conferences:

Oct 5: MS Open House 6:00-8:00 pm

Nov 15: MS Parent-Teacher Conference 6:00-8:00 pm

March 20: MS Parent-Teacher Conferences 6:00-8:00 pm

MS Honor Roll Celebrations

1st Quarter Wednesday, November 29

Grades 5-8

2nd Quarter Wednesday, February 21

Grades 5-8

3rd Quarter Friday, May 3rd

Grades 5-8

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, the Building Principals' offices, and online at: <https://www.libertyk12.org/departments-services/school-climate-and-culture/code-of-conduct/>.

Part I: Introductions

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.

Part II: Definitions

This section defines the following terms, for clarification: cyberbullying, Dignity Act Coordinator, disability, discrimination, disruptive student, emotional harm, employee, gender, gender expression, gender identity, harassment/bullying, parent, school bus, school property, school function, sexual orientation, violent student, and weapon.

Part III: Student Rights and Responsibilities

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, each student has the right to (1) take part in all district activities and education regardless of race, weight, color, creed, gender, religion, religious practice, national origin, ethnic group, economic status, sexual orientation or disability, (2) present their version of the facts before being disciplined, and (3) access school policies and rules.

Students have the responsibility, among other things, to: (1) contribute to maintaining a supportive, safe, and orderly school environment that is conducive to learning, (2) abide by the District's policies and regulations, and (3) work to the best of their abilities.

Part IV: Essential Partners

All parents and guardians are expected to collaborate with the District to (1) optimize the educational opportunities of their children, (2) send their children to school on time, ready to learn, and appropriately dressed, and (3) encourage their children to understand and follow District rules.

All teachers, counselors, administrators, superintendent, board members and other school personnel are expected to promote and maintain a climate of mutual respect and dignity for all students regardless of

actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The Dignity Act Coordinator is expected to (1) promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived protected characteristics, (2) oversee and coordinate the District's bullying prevention committees and policies, and (3) address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

Part V: Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall be safe, appropriate, not offend others, not cause embarrassment to them, and not disrupt or interfere with the educational process. Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day.

Part VI: Prohibited Student Conduct

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, or dangerous to the safety, physical or mental health or welfare of others. Students may also be subject to discipline for academic misconduct, misconduct on a school bus, and off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the education process in school or at a school function. Examples of such actions are listed in the Code of Conduct.

Part VII: Reporting Violations

All students and staff who witness violations of the Code of Conduct are expected to report the violations to a teacher, guidance counselor, the building principal, or his or her designee. If the violation constitutes a crime, the building principal or his or her designee must notify the appropriate local law enforcement agency. Students and staff who witness harassment, bullying, and/or discrimination, or receive an oral or written report of such acts, shall promptly report such conduct to the appropriate Dignity Act Coordinator.

Part VIII: Disciplinary Procedures, Penalties and Referrals for Students Without Disabilities

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the student's age, the nature of the offense and the circumstances which led to the offense, the student's prior disciplinary record, the effectiveness of other forms of discipline,

information from parents, teachers, and others, and other extenuating circumstances. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who are found to have violated the Code may be subject to the following penalties: oral warning, written warning, written referral to a parent, detention, suspension from transportation, athletics, social or extracurricular activities, in-school suspension, removal from classroom, short-term suspension, long-term suspension, and permanent suspension. Students may also be subject to remedial responses, including, but not limited to: peer support groups, assignment of an adult mentor, corrective instruction, engagement in a reflective activity, supportive intervention, behavioral assessment or evaluation, behavioral management plans or behavior contracts, and counseling.

Before penalties are imposed on students for violations other than an oral warning, written warning or written notification to their parents, the students are entitled to additional rights. The Code explains the specific rights that students have before the District can impose detention, suspension from transportation, suspension from athletics, extracurricular activities, or other privileges, in-school suspension, teacher disciplinary removal, short-term suspension, long-term suspension, and permanent suspension.

The District requires certain *mandatory* penalties to be imposed when students (1) bring a weapon to school (suspension for at least one year), (2) commit other violent acts (suspension for at least five days), (3) are repeatedly substantially disruptive of the educational process (suspension for at least five days), and (4) repeatedly substantially interfere with the teacher's authority over the classroom (suspension for at least five days). The Superintendent has the authority to modify the minimum suspension periods on a case-by-case basis.

Under certain circumstances, the District may refer students to counseling, file PINS petitions for students, refer students for juvenile delinquency proceedings, and/or seek assistance from an outside community service agency.

Part IX: Alternative Instruction

When a student age 16 or under is suspended from school, the District will take immediate steps to provide alternative means of instruction for the student. The District will make every effort to maintain student academic progress in the event of removal or suspension, and support student re-entry to the classroom following the suspension.

Part X: Disciplinary Procedures, Penalties and Referrals for Students With Disabilities

At times, it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the Code. However, students with disabilities enjoy certain procedural protections that the District observes when it decides to suspend or remove these students. The following rules apply to students with disabilities. They may also apply to a student who is not yet identified as a student with a disability, but is determined to be presumed to have a disability for discipline purposes.

Students with disabilities can be placed into an interim alternative educational setting (“IAES”), another setting, or suspended: (1) by any administrator with the authority to suspend students, for no more than five consecutive school days; or (2) by the Superintendent, for no more than ten consecutive school days in the same school year (including any period in which the student has been suspended or removed for the same behavior). If a manifestation team determines that a student with a disability behavior was not a manifestation of the student’s disability (using a procedure that is outlined in the Code), the Superintendent may discipline the student in the same manner as a non-disabled student.

Additionally, the Superintendent may order a student with a disability to be placed in an IAES (to be determined by the committee on special education) for a period of up to 45 school days if the student (1) carries or possesses a weapon to or at school, (2) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, or (3) has inflicted serious bodily injury upon another person while at school.

Before students with disabilities may be subject to any of the above-listed penalties, they are entitled to certain rights, which are outlined in the Code. These include notice to parents (for suspensions of five days or less), and student disciplinary hearings (for suspensions of more than five days).

Part XII: Corporal Punishment

Corporal punishment of a student, or any act of physical force upon a student for the purpose of punishing that student, by any District employee is strictly forbidden. However, reasonable physical force may be used when there is no other reasonable option in order to: (1) protect oneself, another student, teacher or any person from physical injury; (2) protect the property of the school or others; or (3) restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Part XIII: Student Searches and Interrogations

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the Code. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, and school officials are not required to contact a student’s parent before questioning the student. In addition, administrators, the school nurse, and District security officials can conduct searches of students and their belongings if they have reasonable suspicion to believe that the search will result in evidence that the student violated the law or the Code.

Students have no reasonable expectation of privacy with respect to student lockers, desks, and other school storage places, and these may be searched at any time without prior notice to students and without their consent.

Strip searches can only be performed if they are authorized in advance by the Superintendent or the school attorney, or if there is an emergency situation that could threaten the safety of the student or others. Strip searches may only be conducted by a school official of the same sex as the student being searched, in the presence of another District employee of the same sex, when the school official has reasonable suspicion to believe the student is concealing evidence of a violation of law or the Code.

Part XIV: Visitors to Schools

All visitors to the school must enter through the designated single point of entry and register immediately upon arrival at the school. Prior to entering the school, all visitors will press the admittance request button, state their name, state a valid reason for visiting the building, and will show an ID in the camera. After being admitted into the building, they will be required to present photo identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building. All visitors are expected to abide by the rules for public conduct on school property contained in the Code.

Part XV: Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner, and be properly attired. Individuals on school property or at school functions may be subject to disciplinary action when they engage in conduct that includes, but is not limited to: injuring others, damaging property, disrupting the orderly conduct of school activities, discriminating against, intimidating, or harassing others, obstructing movement, or violating local ordinances, Board policies, or laws.

Part XVI: Dissemination and Review

The Board will work to ensure that the community is aware of the Code by distributing the Code, and posting it on its website. The Board will review the Code every year and update it as necessary. Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

General Consequences

- A. Persons who violate this Code of Conduct shall be subject to the following consequences:
 - 1. **Visitors.** Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
 - 2. **Students.** They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

- B. **Enforcement**

The Principal or their designee shall be responsible for enforcing the conduct required by this code.

When the Principal or their designee sees an individual engaged in prohibited conduct, which in their judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or visitor, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

RIGHTS AND RESPONSIBILITIES

Student Rights

The District is committed to safeguarding the rights given to all students under federal and state law and District policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All District students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

THE DIGNITY FOR ALL STUDENTS ACT

Dignity for All Students Act DASA

“New York State’s Dignity for All Students Act (The Dignity Act) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.” <http://www.p12.nysed.gov/dignityact/>

Liberty Central Schools is committed to providing a positive school environment where all students feel safe and can focus on learning. If you or someone you know feels they have experienced harassment or bullying related but not limited to different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, or sexes below are the contacts for it to be reported. Please also feel free to use our anonymous reporting system on Liberty Central Schools website, <http://www.libertyk12.org/>.

CONTACT INFORMATION

District Dignity Act Coordinator

Mrs. Amy Black
Liberty Central Schools
ablack@libertyk12.org
(845) 292-5400 ext. 5112

Building Dignity Act Coordinators

Mr. Stephen Matusak
Liberty HS (9-12)
smatusak@libertyk12.org
(845) 292-5400 ext. 2023

Mrs. Christine Miraglia
Liberty MS (5-8)
cmiraglia@libertyk12.org
(845) 292-5400 ext. 2306

Dr. Jodie Mackrell
Liberty ES (PK-4)
jmackrell@libertyk12.org
(845) 292-5400 ext. 2503

For more information please visit the schools website, refer to the Code of Conduct, or the Student Handbook.

Quick Tip Guide To Submitting Anonymous Tips for DASA

Go to SchoolMessenger Quick Tip Submission Link: <https://asp.schoolmessenger.com/Liberty/quicktip>

BEHAVIOR EXPECTATIONS

Be Responsible
Be Respectful
Be There - Be Ready

1

Be proactive-I am in
charge of me
Ser proactivo-Eres
responsable de tu mismo

2

Begin with the end in mind-
Have a plan
Comenzar con el fin en mente-
Planeo y hago cosas que
tienen importancia

3

Put first things first-Work first,
then play
Poner de primero lo primero-
Primero trabajar, después jugar

4

Think Win-Win -Everyone
can win
Pensar Ganar-Ganar -
Todos podemos ganar

5

Seek first to understand, then to be
understood-Listen before you talk
Buscar primero a entender, luego
de ser entendido-Escuchamos
primero y luego hablamos

6

Synergize-Together is
better
Sinergizar-Trabajar con
otros es mejor

7

Sharpen the saw-Balance feels
best
Afilar la sierra- Siento mejor
cuando siento bien en mi
mente, alma, cuerpo, corazón

8

Find your voice-Discover
your talents
Encuentra tu voz-
Descubre tus talentos

PARENT & GUARDIAN GENERAL INFORMATION

Absences

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

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(s) comes to the school to sign them out.

Family ID & Annual Notification Forms

September 2023 you received a link to Family ID for parents/guardians to review and acknowledge receipt. These forms include:

- Release of Medical Information
- LCSD Student/Guardian Device Agreement
- Photo/Publicity Opt-Out Form
- Student Emergency Evacuation Plan
- Student Contact Information
- Receipt of Student Handbook

All forms MUST be completed with required information/electronic signature;

<https://www.familyid.com/organizations/14164/programs>

School Tool Student/Parent Contact Information Sheet

September 2023 you will receive a **hard copy of this form** with your demographic information. You need to handwrite any revisions, and return the signed and dated sheet to your homeroom teacher.

The School Messenger Service will telephone/email all parents/guardians using the telephone number on file with School Tool. Please make sure your information is accurate. If at any time there is a change in the student's medical status, it is imperative that the parent/guardian to notify the School Nurse to assure the child's safety and well-being.

PARENT PORTAL

The Liberty Central School District is presently providing access for parents to our "SchoolTool 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.

To get started, we will need some information from you:

1. ONLY parents/guardians who request parent portal access may have 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.*

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. Follow the directions under Contact Us in the search bar

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 After School activities meet between 3:00 PM and 3:55 PM any day there are late buses. 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 9:45 AM) in order to participate for the day.

A pupil may not represent the school in any interscholastic contest or other activity if their 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 and 8th grades that maintain an overall cumulative average 92% and meet the standard for character, service, and leadership. Students at the end of 6th and 7th grade may be considered for membership after grades from the 3rd quarter are reviewed. All members must complete an approved school community project. Students may see an adviser in the Middle School for more information. Information and by laws can be found on the LCSD website.

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. All students are to leave school grounds and come back with an adult over 18 years of age if they are to view a school sport or extracurricular event. Middle school students attending high school sporting events must be accompanied by an adult.

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 After School 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 (e.g., 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

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 Special Education

Students with special needs 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 Student Services Office.

Guidance Department

All students in grades 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. 2311 Rita DeMayo, or stop by the guidance office to schedule an appointment. Students and parents are strongly encouraged to use Guidance services. Students who wish to meet with their guidance counselor should see the guidance secretary who will arrange the date and time of the appointment. Parents may arrange an appointment with School Counselors in person or by telephone at 292-5400 ext. 2311.

Grades 6/8	Ms. Krokus	School Psychologist	Ms. Hadjstylianos
Grades 5/7	Ms. Behrman	Behavior Specialist	Ms. Wormuth
Social Worker	Ms. Diener		

SPECIAL PROGRAMS AND SERVICES

Leader in Me (LiM)

Leader in Me is an evidence-based, comprehensive-school improvement model—developed in partnership with educators—that empowers students with the leadership and life skills they need to thrive in the 21st century. Liberty Central School District will be implementing this social emotional K-12 model. More information can be found at <https://www.leaderinme.org>. This program will help support students to find their voice in the classroom through school leadership roles by learning and applying life-ready leadership skills.



Leader in Me Framework

SEE Core Paradigms	Paradigm of Leadership		Paradigm of Potential		Paradigm of Change		Paradigm of Motivation		Paradigm of Education	
	NOT THIS	BUT THIS	NOT THIS	BUT THIS	NOT THIS	BUT THIS	NOT THIS	BUT THIS	NOT THIS	BUT THIS
	Leadership is for the few.	Everyone can be a leader.	A few people are gifted.	Everyone has genius.	To improve schools the system needs to change first.	Change starts with me.	Direct and control student learning.	Empower students to lead their own learning.	Educators focus solely on academic achievement.	Educators and families partner to develop the whole person.
DO Highly Effective Practices	Leadership		Culture		Academics					
	Start with Adults Learning & Modeling <ul style="list-style-type: none">• Principal & Coordinator Development• New & Ongoing Staff Learning• Family & Community Partnerships Teach Students to Lead <ul style="list-style-type: none">• Direct Lessons• Integrated Approaches• Service Learning		Create a Leadership Environment <ul style="list-style-type: none">• Physical Environment• Social-Emotional Environment• Leadership Events Share Leadership <ul style="list-style-type: none">• Lighthouse & Action Teams• Leadership Roles• Student Voice		Achieve Goals <ul style="list-style-type: none">• Individual Goals• Team Goals• Aligned School Goals Empower Learners <ul style="list-style-type: none">• Leadership Portfolios• Student-Led Conferences• Empowering Instruction					
GET Measurable Results	Highly effective students and adults who are leaders in their school and community.		A high-trust school culture where every person's voice is heard and their potential is affirmed.		Engaged students who are equipped to achieve and entrusted to lead their own learning.					

Multi-Tiered Systems of Support (MTSS)

Liberty Middle School students take the STAR Renaissance Assessment as a screener and benchmark. This assessment is a tool used to drive instructional practice. Multi-Tiered System of Supports (MTSS) is not a separate program, class or intervention, but rather a way to organize to meet student needs. MTSS interventions include both enrichments and interventions, depending upon students' needs. This framework helps educators identify students who need additional support both academically and behaviorally.

For MTSS, all students will participate in the core curriculum, referred to as Tier 1, with two additional tiers of interventions for students who demonstrate at-risk skills in academics or behaviors. Each tier provides additional support beyond the core curriculum.

What is a Multi-Tiered System of Support?

A Multi-Tiered System of Support is not a separate program, class or intervention, but rather a way of organizing instruction and intervention to help all students. This framework helps educators identify students who need additional support, both academically and behaviorally.

Tier 1:

This is the instruction that all students receive in the general education classroom with their general education teacher. It is called Tier 1 instruction or core instruction.

Behavior: This is directed by the schoolwide expectations, and curriculum and classroom management plan, which incorporates all students.

Tier 2:

This involves supplemental interventions that are provided with an increased level of intensity in addition to core instruction for small groups of students who show some risk of not meeting grade level standards.

Behavior: This involves targeted groups of students in need of focused, small group academic and/or behavioral instruction and interventions.

Tier 3:

This involves providing interventions for a smaller group of students with the highest level of need. Such interventions, in addition to Tier 1, are provided at a higher level of intensity in comparison to Tier 2.

Behavior: These behavioral supports are based on a student's response to Tier 1 Core Instruction and Tier II targeted interventions. Tier 3 interventions concentrate on students with intensive needs through explicit, individualized interventions and or assessments.

These groups are fluid, and will be reworked based on progress monitoring assessment data, classroom data and teacher collaboration during the grade level Professional Learning Communities. The flexibility of this framework allows students to move from tier to tier as needed, without prescribed timelines. If necessary, students are discussed during Student Support Meetings with a collaborative, and team-based decision making process to determine if they may need more intensive interventions. If you have additional questions, please contact your child's teacher or school counselor.

What is Response to Intervention?

Response to Intervention (RtI) is a school-wide process in which educators monitor student progress to match the correct level of support to what students need. RtI applies to all students, at all times.

Students are always included in a three-tier RtI model as they progress through the curriculum.

STUDENT GENERAL INFORMATION

A-B

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 both in person and virtual assemblies. 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. *See attendance for excused from assembly

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. LMS AEDs are located in the main lobby, nurse's office and physical education area.

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 during the school day. 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 Middle 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 their 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 waste paper 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 after school activities including those students assigned after school detention. The **4:00 PM & 6:00 PM** bus operates Monday through Friday. Passes to board this bus are available from the coach/advisor/teacher/tutor. Students who do not have a pass issued from coach/advisor/teacher/tutor may NOT ride these buses.

Bus – Student Responsibilities

1. Hand your late pass to the bus driver.
2. Students are not to enter the bus when the driver is not there.
3. 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 their 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 7:55 AM unloading time. Exceptions can be made in times of inclement weather regarding a bus's timetable as road conditions can affect 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.

C

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 detention room. Students need to raise their hands and get permission to leave their tables and/or the cafeteria. Students must have a pre-signed pass to go to the library or to a teacher's room for extra help. Passes to other locations will not be allowed. **Failure to adhere to these rules will lead to disciplinary action.**

Change of Address/Telephone Number

Please complete the Student Contact Information Form each year. SchoolTool must have updated information so you receive news and updates. Parents/students should report any changes to the main office as they occur.

D-F

Dismissal

All students are to leave the building by 3:05 PM, unless under the direct supervision of a staff member or coach. Students will exit through the same door they enter in the morning. Grade 5 & 6 cafeteria doors, Grade 7 & 8 main entrance. **Failure to adhere to these rules will lead to 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. The reason for the school/class absence must adhere to the Board of Education policy as outlined in the Student Attendance Policy.
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 school.

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. Clothing must not be sheer or see-through.
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, 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 7:55 am to 3:05 pm. (except if hat, caps or headgear are for medical or religious purposes). Sunglasses may only be worn with a physician's note on file with the School Nurse.
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.

Electronic Equipment & Cell Phones Policies

Electronic devices have become an integral part of the educational process. Electronic devices enhance the learning experience providing access and tools for all students. Liberty Middle School encourages and expects the appropriate use of electronic devices in the classroom.

1:1 Chromebook Initiative:

Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools including online texts, interpretations, and other resources thereby connecting the classroom to the world. As a result, every student will be issued a Chromebook that is to go back and forth from school to home until the end of the school year or their transfer to another school district. 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. Only the use of school issued electronic devices (Chromebooks) are permitted in the building / classroom and is subject to regulation by the teacher/staff. Please refer to the **LCS D Student/Guardian Device Agreement and LCS D Technology Handbook**.

The use of personal Electronic Devices/Cell Phones during school hours 8:00am-3:00pm are prohibited/supervised:

Students in Grade 5 & 6 are cell phone free 8am-3pm.

Cell phones are expected to be in student lockers during the duration of the day, or not in school.

If parents/guardians need to get a message to students, they will be asked to contact the office at 845-292-5400 x2300.

Students in Grades 7 & 8 are permitted to have their cell phones.

Cell phone use in grades 7 & 8 follows the electronic equipment ZONE Protocols & the Code of Conduct.

If parents/guardians need to get a message to students, they will be asked to contact the office at 845-292-5400 x2300.

1. Chromebooks should be used appropriately during the school day.
2. Cell phones should be turned off and in lockers throughout the entire school day.
3. 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.
4. It is never acceptable to take photos or videos of others without their permission.
5. It is never acceptable to send threatening or harassing text messages or phone calls.
6. Personal or school-issued e-devices are not to be used on exam days, unless the classroom instructor has developed a specific testing protocol necessitating their use.

Students who violate this protocol regarding cell phones and electronic devices are subject to appropriate disciplinary consequences.

Grades 5 & 6 Phone Free from 8:00 to 3:00

Personal e-devices may be used, viewed, and listened to by students before and after school. Earbuds or any other nonmedical device that obstructs the ears are to be removed. Students should store their personal electronic device(s) in their locker. LMS is not responsible for lost or stolen devices.

Consequences

If a cell phone is used during the school day the following will occur:

First Offense:

Warning: The student will be asked to place their device in their locker.

Second Offense or Refusal to place device in locker

The student will be sent to the main office and the phone/device will be held there until a parent/guardian is able to pick up the phone/device during school hours 8:00 a.m.-3:00 p.m. and the student will receive **lunch detention**.

After Two Offenses/Refusal to Turn in Device

After two offenses, the student will be considered insubordinate. The personal electronic device/cell phone will be held in the office until a parent/guardian is able to pick up the personal electronic device/cell phone during school hours 8:00-3:00 and the student will receive an **In-School Suspension**.

Grades 7 & 8 Cell Phone Zone Protocols

Use in the Classroom: Chromebooks and Cell Phones

Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools including online 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.

Classroom use of personal and school-issued 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.

The possession and use of personal Electronic Devices (E-Devices) is a privileged part of the educational experience. The school may revoke the privilege of possessing and using personal E-devices at any time at its sole discretion. Personal 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 smart phones, cellular phones, iPads, 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. Personal e-devices may be carried by the student during the school day but must be carried in the off or silent mode, with the exception of during the lunch periods.

2. Personal e-devices may be used, viewed, and listened to by students before and after school and during the student's lunch period. Additionally personal e-devices may be used in the classroom for academic purposes/note taking at the discretion of the teacher.
3. Personal electronic devices should be turned off and out of sight in academic settings (classes, structured study halls, etc) when not used for coursework (Red Zone).
4. In all areas, zones will be determined by supervising staff members indicating the protocol for that area/zone:
 - **RED ZONE**
 - No personal e-device use allowed.
 - This includes any office space and during emergency events.
 - **YELLOW ZONE**
 - Students may use one earbud paired with their personal or school issued e-device.
 - Use of devices (texting, watching videos, taking pictures and videos, etc.) is **not allowed** while students are in the hallway/stairwell, or walking for their own and others' safety.
 - **GREEN ZONE**
 - Students may use personal/school issued e-devices in accordance with the Student Code of Conduct, including appropriate use of social media.

Zones will be clearly marked with the corresponding colors.

Any staff member can provide directions to change the Zone color at any time

- Hallways are normally **YELLOW ZONE**
 - Classrooms always start at **RED ZONE**
 - Morning entry, cafeteria and recess are normally **GREEN ZONE**
5. In the event of illness at school, students must utilize the health office in order to facilitate parent contact, not personal or school-issued electronic devices. The school nurse is responsible for monitoring all dismissals due to illness.
 6. It is never acceptable to take photos or videos of others without their permission.
 7. It is never acceptable to send threatening or harassing text messages or phone calls.
 8. Personal or school-issued e-devices are not to be used on exam days, unless the classroom instructor has developed a specific testing protocol necessitating their use.

Students who violate this protocol regarding cell phones and electronic devices are subject to appropriate disciplinary consequences.

Consequences - Cell phones

If a cell phone is used inappropriately during the school day the following will occur:

First Offense:

Warning: The student will be asked to place their device in their locker.

Second Offense or Refusal to place device in locker

The student will be sent to the main office and the phone/device will be held there until a parent/guardian is able to pick up the phone/device during school hours 8:00am-3:00pm and the student will receive **lunch detention**.

After Two Offenses/Refusal to Turn in Device

After two offenses, the student will be considered insubordinate. The personal electronic device/cell phone will be held in the office until a parent/guardian is able to pick up the personal electronic device/cell phone during school hours 8:00-3:00 and the student will receive an **In-School Suspension**.

Greeter's Desk Student Phone Usage Policy

A student who uses the phone at the greeters desk;

- needs to have a pass from a teacher
- needs to have a known reason for using the phone
- front desk staff need to monitor and know why students are using the phone as well as the outcome

We cannot have students using the front desk phone or cell phones to call home to leave school - they need to be dismissed by the nurse.

We cannot have students using the phone during 9th period or at the end of the day making alternate arrangements for departure on the front desk phone - that have not been verified and clarified by an adult staff member with a parent.

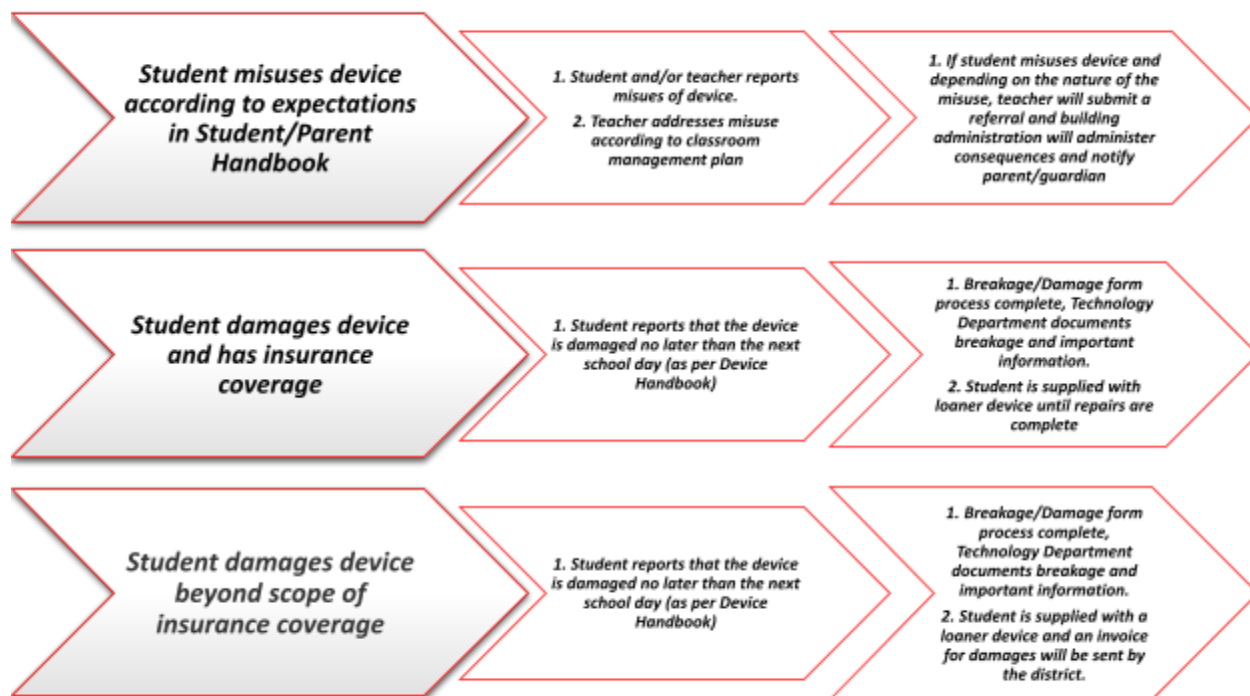
Electronics - Chromebooks

Every student will be responsible for their Chromebook. Chromebooks are to be treated with the greatest care at all times. Accurate records will be kept of Chromebooks when given to students and the condition when given. All Chromebooks are to be returned at the end of the school year. If not returned, report cards, schedules, and/or diplomas will be withheld, or not participating in the end of the year ceremonies. If a student leaves school before the end of the year, the student is to leave their Chromebook with the main office. A student must pay the replacement value of a Chromebook if it is lost, not returned or damaged.

Students who are found to have violated the Code of Conduct either by damaging the Chromebook or using it inappropriately will be subject to the following penalties: oral warning, written warning, written referral to a parent, detention, suspension from transportation, athletics, social or extracurricular activities, in-school suspension, removal from classroom, short-term suspension, long-term suspension, and permanent suspension.

Students may also be subject to remedial responses, including, but not limited to: peer support groups, assignment of an adult mentor, corrective instruction, engagement in a reflective activity, supportive intervention, behavioral assessment or evaluation, behavioral management plans or behavior contracts, and counseling.

Communication Flowchart of Misused or Damaged Devices



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. * *Per Grade Level Guidelines* *

Fines

All student obligations including the return of textbooks, chromebooks, chargers, materials, equipment, and payment of fines must be met by the last day of school.

Free and Reduced Breakfast and Lunch

The Community Eligibility Program allows for all students, regardless of their socioeconomic status, to receive free breakfast and lunch; Students must still pay for snacks. Community and Eligibility Provision (CEP) Household Income Forms must be completed and returned to the school.

Fundraising

All fundraising must be approved first by the Student Council and then administration. The following regulations shall govern the selling of food and/or articles on school property.

G-H

Grade 8 Moving Up Ceremony Guidelines

Students failing **any** Core classes will **NOT** be eligible to walk in the Grade 8 Moving Up Ceremony. You will receive notification if your child is **NOT** eligible to participate in the Grade 8 Moving Up Ceremony.

Core classes include: English, Mathematics, Science, Social Studies, World Language △

Grade 8 Summer School & Promotion

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, World Language △

Students MUST have a **50 end of year average or higher in order to attend summer school

****Students with an end of year average lower than 50 may attend with teacher recommendation****

<u>Student Fails:</u>	<u>Plan of Action:</u>
5 core classes	Possible Recommendation for retention Student must attend summer school and successfully pass two core classes.
4 core classes	Possible Recommendation for retention Student must attend summer school and successfully pass two core classes.
3 core classes	Student must attend summer school and successfully pass two core classes.
2 core classes	Student must attend summer school for both subjects and successfully pass at least one.
1 core class	Student must attend summer school for the course, unless it is the world language.

△ *World Language is not offered during summer school.*

****Criteria adjusted during the 20-21 SY- subject to change****

Retention LCSD BOE Policy 4750

Retention. Retention is generally not recommended at the elementary and middle school levels. The school counselor and teachers, student support team will meet with the Building Principal and teacher(s) to consider the relative merits of promotion and retention before a decision is made. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social, emotional and physical development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. If a consensus cannot be reached, the decision of the Building Principal shall be final.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

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.

Honor Roll

As of September 1, 2019, *Honor Roll* will be for students who obtain an overall quarterly average of 90-96. *Principal's Honor Roll* will be for students who obtain an overall quarterly average of 97-100.

I-K

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

All students must be age appropriately immunized to enter/attend school. Keeping children up to date with vaccinations is the best way to protect them, the school, and the community from outbreaks that can cause unnecessary illness. Listed below are the requirements for the 2023-2024 school year.

Implementing School Vaccine Legislation

Legislation was enacted to eliminate the religious exemption from immunization requirements for school attendance. The State Health and Education Departments and Office of Children and Family Services have issued [guidance](#) and a [frequently asked questions document](#). Here is the essential guidance on when children attending school must meet immunization requirements:

For those children who had a religious exemption to vaccination, what are the deadlines for being vaccinated?

Children who are attending child day care or public, private or parochial school, and who had a religious exemption to required immunizations, must now receive the first age appropriate dose in each immunization series by June 28, 2019 to attend or remain in school or child day care. Also, by July 14, 2019 parents and guardians of such children must show that they have made appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine. The New York State Department of Health follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices catch-up immunization schedule and expects children to receive required doses

consistent with Table 2 at the following link in order to continue to attend school or child day care:
<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

What is the deadline for first dose vaccinations if my child is not attending school until September?

Parents and guardians of all children who do not have their required immunizations are encouraged to have them receive the first dose as soon as possible. The deadline for obtaining first dose vaccinations for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show that they have made appointments for all required follow-up doses.

2023-24 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in NYS. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the "ACIP-Recommended Child and Adolescent Immunization Schedule." Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTaP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ³	Not applicable		1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

<https://www.health.ny.gov/publications/2370.pdf>

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 x2316.

L

Lateness to School and Class (Revised 9/29/22)

Students will be admitted to the academic wings beginning at 7:55 AM. Homeroom runs from 8:05 AM to 8:15 AM. Period 1 begins at 8:15 AM.

- **Students must be in their homeroom by 8:05 AM or shall be considered late to school.**
- **First period and homeroom attendance need to be taken separately.**
- **Homeroom attendance drives the daily attendance.**
- **Homeroom attendance needs to be taken and submitted by 8:10. If a student is late after 8:10 see below;**
- **Late to Homeroom Without a Pass-** Student comes to homeroom *without* a pass from the greeter's desk (Late Arrival to homeroom after 8:10 AM)
 1. The teacher should send the student back down to the greeter's desk to sign in and get a late pass.
 2. The greeter's desk/guidance will change the absence/late in school tool.
 3. For every third late without a pass from the office the teacher will call home and write a referral. Administration will then complete the referral process.
- **Late To Class:** Students who arrive to class after the late bell, without a legitimate pass, are considered late to class. Students who arrive to class more than five minutes late but less than 20 minutes late, are considered absent. After three consecutive lates, the students will receive a referral from the teacher and consequence from administration for being late *to class*.
- **Cutting Class:** Students who are 20 or more minutes late will receive a referral for cutting class. After each cut class the students will receive a referral from the teacher and consequence from the administration for *cutting class*.
- **Procedures if student is Late to Class:** Student attendance should be marked appropriately in SchoolTool. DO NOT send students to the main office to get a pass. If they show up without a pass, it means that they entered the building before 8:10AM and should have reported to homeroom/class on time.

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 Maker Space Passes

The library is open to students for use during lunches and study halls as per Mrs. Park's 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 passes 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 cafeteria stairwell. Items of value can be turned in to the main office or greeter's desk.

M

Medical History/Physical Examination Forms

1. All new students, 5th & 7th are required to have a physical examination.
2. Students in 5th & 7th grade will receive a vision screening annually.
3. Students in 5th and 7th grade will receive a hearing screening annually.
4. Girls only in 5th and 7th grade 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 their 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 and G-rated videos

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

P

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

While in Middle School, we would like parents to continue to be as involved in their children's education as they were in their early years. 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.

Passes

Students must have some type of pass signed by a staff member when they are in the halls during regular class times. Students may need to sign in/out of some locations. Students should have a pass when in the halls, and be expected to respond to any adult who asks them where they are going, and if they have a pass.

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 their 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 rollerblades 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.**

Photo/Publicity Opt-Out Form

We love to highlight our students through our website, social media, printed publications and press releases. Throughout the school year, your child's name and photograph may be shared to showcase his or her accomplishments. The district has an "opt-out" policy for featuring students through these types of public relations efforts. If you do not want your child's photo shared, please opt-out by filling out the photo permission form.

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, 5, 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, please refer to the [Chain of Command](#) posted on the Liberty Central School District website.

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.

R-W

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

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.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death (*e.g., fireworks, party snappers, smoke bombs, stink bombs, water balloons, squirt guns, and water pistols*).

Safety Drills

Safety drills are held throughout the school year according to the New York State mandates. All students are expected to cooperate with staff members during these 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.

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.

Textbooks

Every student will be responsible for their 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 & Marijuana 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/marijuana 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 at 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 Guidance 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.