

LIBERTY ELEMENTARY SCHOOL 2023 – 2024 STUDENT HANDBOOK



Liberty Elementary School, 201 North Main Street, Liberty, NY 12754

Superintendent: Dr. Patrick Sullivan

Assistant Superintendent: Ms. Marianne Serratore

Board of Education

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Assistant Principal: Dr. Jodie MacKrell

Assistant Principal: Mrs. Brittney Cunningham

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Dear Parents, Guardians and Students:

Welcome back! We are excited to have our students and families return for a fun, safe and exciting 2023-24 school year at Liberty Elementary School. We have been planning and preparing for a high quality learning experience for all of our liberty students. Teachers have been meeting all summer in collaborative groups to prepare the reading and math curriculums to be engaging and challenging for our students. We have also been planning how our school system will support each student's individual social-emotional needs. It is most important that students feel safe, loved and understood every day when they come to school so they can best engage in their learning. Each day, students will have many opportunities to be inspired and empowered to be great now and in the future. It never escapes me that schools have an important obligation to support parents in raising children to become healthy adult-citizens who can care for themselves, take excellent care of their families and be leaders in our communities. Here at Liberty Elementary School, we believe every child has genius and the natural leadership qualities to learn, be inspired to think big and be empowered to set and achieve their own goals.

As we look back at the pandemic of 2020, we are still working through some of the negative impacts in our schools and communities. There is one major barrier to student success and wellness that Liberty Elementary School will prioritize this school year, **student attendance**.

Our goal this year is to ensure that every student attends school regularly.

At Liberty Elementary School, students learn a lot about habits. Showing up for school on-time, every day is a habit that has a major impact on a student's life for the long-term, starting in pre-k/kindergarten and continuing through high school and beyond. Habits shape our attitudes, actions, and decision-making abilities. Good habits and bad habits affect every aspect of our lives. Showing up on-time, every day is a powerful habit!

While we realize some absences are unavoidable due to illness or other circumstances, students who average two or more absences per month are chronically absent and are less likely to succeed academically and socially in their personal lives.

Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.

- By 6th grade, chronically absent students are at higher risk for dropping out of school and can struggle to maintain future employment.
- By 9th grade, good school attendance can better predict a student's post-secondary than test scores

The habit of showing up on-time, everyday matters. We look forward to a safe and exciting school year. See you soon!

Sincerely,

Robert England, Principal

Mr. Robert England
Principal

Dr. Jodie MacKrell
Assistant Principal

Mrs. Brittney Cunningham
Assistant Principal

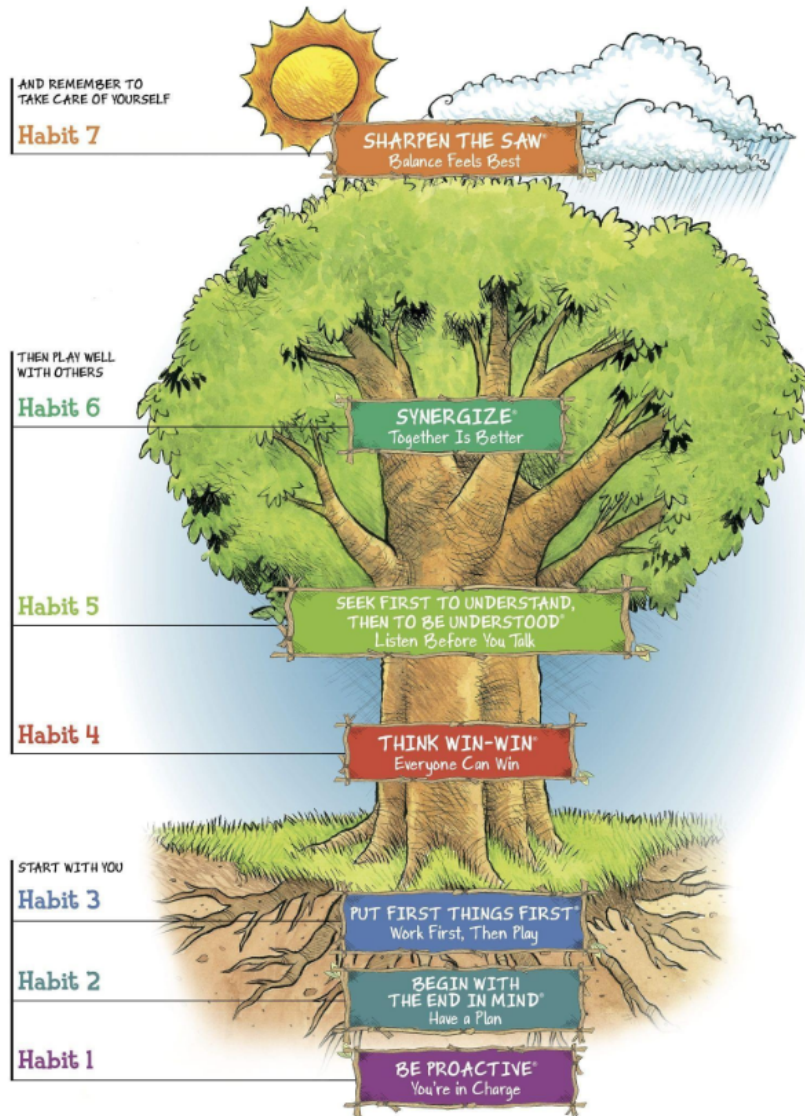
Liberty Central School District Vision Statement

Cultivating trust and courage to be innovative and persevere.

Liberty Central School District Mission Statement

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

The 7 Habits® Tree



LEADER IN ME

The
Leader in Me®

great happens here

Liberty Elementary School is a Leader in Me school. We are dedicated to the social and emotional learning (SEL) and healthy mental and physical development of every single student. SEL is an important part of growing up healthy. SEL is a lifelong process of learning how to better understand ourselves, connect with others, work together to achieve goals and support our communities.

Leader in Me is a whole-school social and emotional learning process focused on teaching 21st century leadership and life skills to every student. It creates a culture of student empowerment based on the idea that every child can be a leader. This philosophy is based on The Seven Habits and guides our school's mission and vision. As each student discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, our students become engaged partners in their own education while building a sense of personal responsibility and self-confidence. Students quickly understand the benefits of the different gifts and talents of their classmates and friends; they learn to listen to new ideas, work together to achieve results, and motivate one another to be their best.

The Leader in Me is endorsed by CASEL as an evidence-based Social Emotional Learning process for students of all ages.

The Seven Habits

Habit 1: Be Proactive (You're in Charge)

Habit 2: Begin with The End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win-Win (Everyone Can Win)

Habit 5: Seek First to Understand, then to Be Understood (Listen Before You Talk)

Habit 6: Synergize (Together Is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT

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

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





BOARD OF EDUCATION (BOE)

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

BOE Meetings

In order to perform its duties in an open and public manner, and in accordance with state law, the LCSD Board of Education holds regular meetings monthly. Regular meetings will be held the second and fourth Tuesday of each month at 6:30 p.m. in the High School Library/ Media Center at 125 Buckley Street, Liberty unless otherwise noted. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in the education of district students.

Public Participation at Board Meetings

All general Board of Education meetings are open to the public. Public expression at meetings is encouraged and a specific portion of the agenda shall provide for this privilege.

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

The presentation should be as brief as possible. No speaker will be permitted to speak for longer than three (3) minutes. The Board will not permit discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours. All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. The President shall have the right to discontinue any presentation which violates this policy.

Annual Election

The annual election shall take place on Tuesday, May 21, 2024. The annual budget, any vacancies on the Board of Education, and any special propositions that have been properly presented shall be voted upon at that time.

STAY CONNECTED!

District Website

The district website at www.libertyk12.org is a great place to find the most up-to-date school information.

District Facebook Page

“Like” the Facebook page at www.facebook.com/LibertyCSD to see posts on school events and photos in your news feed.

School Messenger Quick Tip

Quick Tip allows school administrators to receive tips at any time and respond in a timely manner to issues that impact the school or individual students. The reported issues range from peer pressure, campus violence, depression, suicide and bullying, to name a few.

School Messenger

This is an automated phone messaging system used to send alerts and events to students’ families.

Parent Portal

The Liberty Central School District is presently providing access for parents to our “SchoolTool Parent Portal”. This tool gives parents and guardians online access to their student’s information securely. Viewable information through this portal includes your child’s schedule, attendance, discipline, progress reports, report cards, and individual class averages and assignments (as determined by the teacher). In addition, parents/guardians will be able to email teachers from within the portal.

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

1. ONLY parents/guardians who request parent portal access may access this system.
2. Send an email to ESParentPortal@Libertyk12.org, from your current email address. For example, if your email address is sam@gmail.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.

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.

2023-2024 BELL SCHEDULES

Full-Day PK - 4th Grade

7:15 - 7:45	Early arrival at the main entrance.
7:35 - 7:45	Buses enter campus, NO car entry. Early arrival students may enter the building at the main entrance or door 12.
7:45 - 8:00	Students may use the “Kiss & Drop”, doors 4, 12, 13, and main entrance *Cars will be unable to use the main driveway to exit onto School Street until buses have left campus (approximately 7:50-7:55am).
8:00	Late bell

Half-Day PK

7:45	Arrival for Morning PK
11:50	Arrival for Afternoon PK

Entry Doors

The main entrance, door 4, door 12, and door 13 are available during morning arrival.

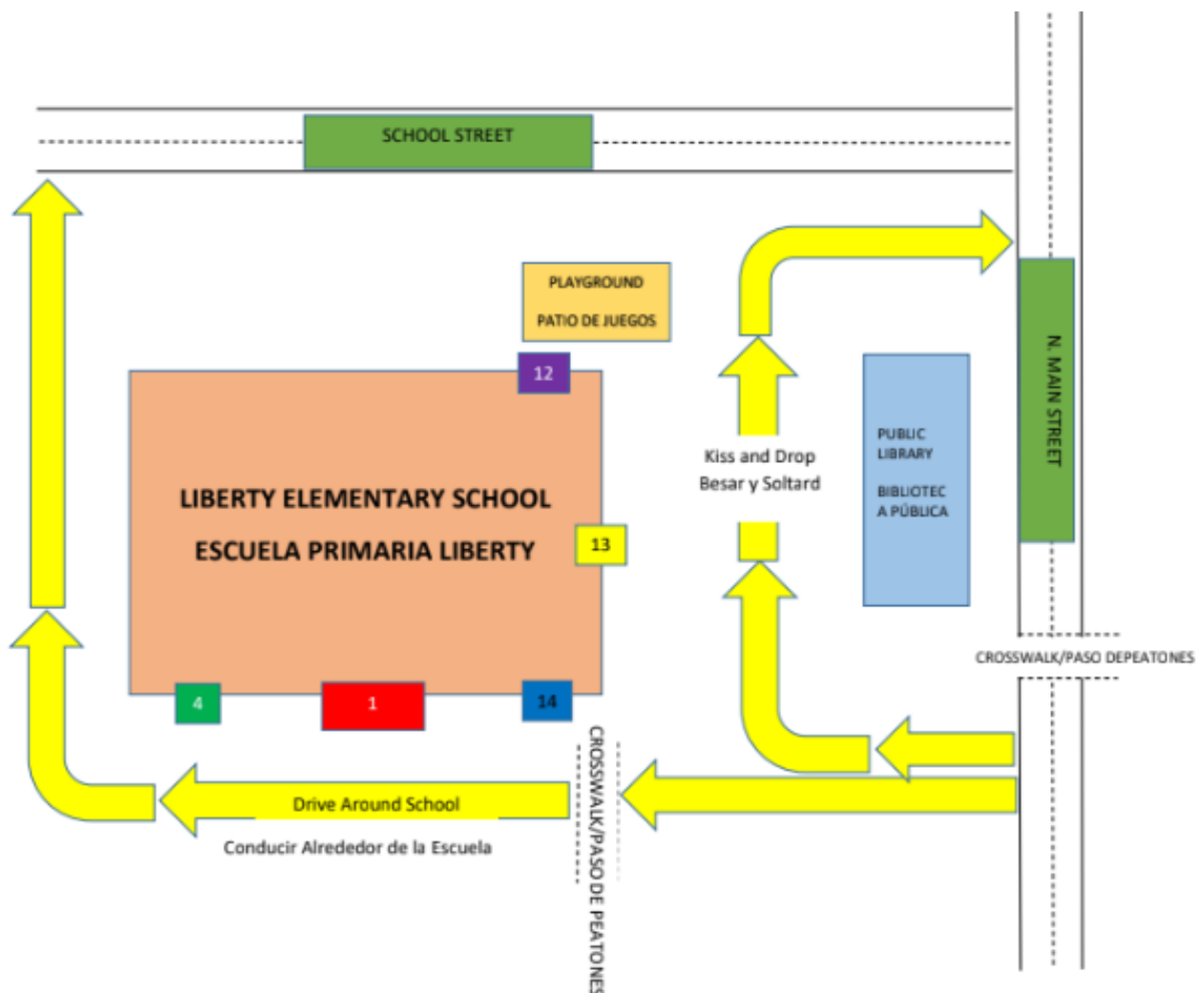
The main entrance driveway will not be accessible by car when buses are parked for disembarking of students.

The main entrance is accessible by all students starting at 7:15 for early arrivals, access will continue until 8:00. The main entrance is a prime entrance for all grades.

Door 12 and 13 will be accessible by all students from 7:45-8:00 by the “Kiss and Drop” lane; this door would be ideal for students in grades 1-4.

Door 4 will be accessible to Kindergarten and Pre-Kindergarten students only from 7:45-8:00.

Door 14 (blue door) will not be accessible for regular arrival and will only be utilized for students who are escorted by staff members.



Dismissal Times

Students will be dismissed to the Boys’ and Girls' Club and the buses at 2:35. All other students will be dismissed at 2:40 p.m.

******In order to ensure the safety of all students, parents may not pick up students between 2:20 and 2:40 p.m.

Dismissal Doors

Grade levels are dismissed together at specific entrances. Occasionally, classrooms that are located in a different part of the building may dismiss with a different grade level. Unless otherwise communicated by a teacher, the expected exits for each classroom are listed below.

Door	TEACHERS
Full Day Pre-K & Kindergarten wing (Door 4)	<u>Kindergarten and Pre-K Full day:</u> Bury, Fodor/Fingar, Joyce, Knight, Monda, Niemann, Ritz, Williams
Main entrance, 2nd grade (Door 1)	<u>2nd Grade:</u> Conner, Countryman/Rubik, DeVantier, Kratz, Kutschera-Zombo, Poley-Gorr <u>Multi-Age:</u> Johnston
Crosswalk door, 1st grade (Door 14)	<u>1st Grade:</u> Benjamin, Gorr/Green, Itzcowitz, Shormis, Treible, VanLeuven <u>Pre-K half day:</u> Cohen
“Kiss & Drop”, 4th Grade (Door 13)	<u>4th grade:</u> Eisenberg, Hahl, Hamilton, D. Philips/Schafer, Stephens, Genco <u>Multi-Age:</u> Hess, Sharrin
Playground, 3rd Grade (Door 12)	<u>3rd Grade:</u> Farrand, Glickman/Smith, Zajack, Kline, VanKeuren, Wood <u>Multi-Age:</u> A. Philips

2023 - 2024 LIBERTY CENTRAL SCHOOL DISTRICT CALENDAR

September 5-6	Conference Days - No school for students
September 4	Labor Day – School Closed
September 7	First Day for students K-4
October 9	Columbus Day – School Closed
November 1	Conference Day - No school for students
November 10	Veterans’ Day – School Closed
November 22-24	Thanksgiving Break – School Closed
December 22-31	Winter Break – School Closed
January 1	New Year’s Day - School Closed
January 15	Martin Luther King, Jr. Day – School Closed
January 23-26	Regents Exams (8 th -12 th grade students only, if required)
February 16	Conference Day - No school for students
February 19-20	Presidents’ Day – School Closed
March 15	Conference Day - No school for students
March 29-31	Spring Break - Closed
April 1-8	Spring Break - Closed
May 21	Budget Vote
May 27	Memorial Day-Closed
June 4, 14 - 25	Regents Exams (8th-12th grade students only, if required)
June 19	Observation of Juneteenth - School Closed
June 17, 26	Rating Day
June 27	Last day of school for students
June 28	Class of 2024 Commencement, 7 p.m.
Days: 184 student days + 5 conference days = 189 total days with 7 snow days	
<u>Make-up Days:</u> If we use all snow days by Feb 15, Feb 16 becomes a student day.	
<u>Give Back Days:</u> 1 st Day – May 24 2 nd Day – May 23 3 rd Day – April 26	

IMPORTANT DATES AT L.E.S.

Professional Development Days

Superintendent Conference Days (School is Closed):

- September 5-6, 2023
- November 1, 2023
- February 16, 2024
- March 15, 2024

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

- November 30, 2023
- June 21, 2024
- June 26, 2024
- June 27, 2024

Open House - September 21, 2023

Parent Teacher Conference Days

- November 30, 2023 12:15 - 3:00 P.M. & 3:30- 6:00 P.M.
- December 5, 2023 3:30 P.M. - 6:00 P.M.

Picture Days

- October 11, 2023; Make-ups November 7, 2023
- March 21, 2024 (tentative - no make-ups)

Extended School Vacation Dates

- Thanksgiving Recess: November 22-24, 2023
- Winter Recess: December 22, 2023 - January 1, 2024
- Spring Recess: March 29 - April 8, 2024

Trimesters	Progress Report	Trimester Ends	Report Cards Sent Home
First	10/20/2023	12/6/2023	12/21/2023
Second	2/2/2024	3/14/2024	3/28/2024
Third	5/10/2024	6/20/2024	6/27/2024

New York State Testing Schedule

- 3rd & 4th Grade English Language Arts: April 15 - April 19 - Includes Make-ups
- 3rd & 4th Grade Mathematics: May 6 - May 10 - Includes Make-ups
- NYSESLAT (Speaking): April 15 - May 24
- NYSESLAT (Listening, Reading, Writing) May 13 - May 24

SCHOOL CLOSING PROCEDURES

The School Messenger Service will telephone all parents/guardians using the telephone number on file with the school. Please make sure your information is accurate. You may also call 845-292-5400 to hear a recorded message to update you on school delays and closings (will follow the initial greeting). In addition, you can also check the school website at www.libertyk12.org.

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)



Illustration by Ali Mae

LIBERTY CENTRAL SCHOOL DISTRICT TELEPHONE EXTENSIONS

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

Liberty Central School District Main Number: 845-292-5400		
District Office		
Dr. Patrick Sullivan	Superintendent	x2051
Marianne Serratone	Assistant Superintendent	x2052
Elementary School Main Office		
Robert England	School Principal	x2030
Jodie MacKrell	Assistant Principal	x2030
Brittney Cunningham	Assistant Principal	x2030
Mary Bayer	School Psychologist	x2523
Sonia Lemus	School Counselor	x3251
Alison McCaffrey	School Counselor	x3315
Kelsey Stoddard	School Social Worker	x3216
Marilyn Doland	Head Custodian	x2512
Contact Person For:		
Cafeteria/Meal Information	Trwana Harris	x2511
Discipline	Classroom Teacher	x2030
Health/Medical Issues	Nurse, Rachael Davis	x2508
Registration/Address Change	Heather Austin	x2331
Safety/Security	Brittney Cunningham	x2030
Special Education	Special Education Teacher	x2030
Use of Facilities	Main Office	x2030

Questions regarding busing should be addressed by calling Central Registration at 845-292-5400, Extension 2331.

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



LIBERTY CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

An abbreviated version of the School District's *Code of Conduct* follows.

A comprehensive 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/>.

Introduction

The Board of Education ("Board") 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. In furtherance of that goal, the Board has developed District-wide and building safety plans. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving the goal of providing a safe and orderly school environment.

The District is committed to:

1. Ensuring each student is health, safe, engaged, supported, and challenged;
2. Helping students develop self-discipline and social and emotional growth; and
3. Guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors.

Responsible behavior by students, teachers, other District personnel, parents and other visitors is expected, as it is essential to achieving this goal.

For this to happen, everyone in the school community must demonstrate and offer respect to others.

Student Dress Code

- All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.
- School staff shall enforce the dress code consistently and in a manner that does not reinforce marginalization or oppression of any group based on race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.



- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- Student attire shall not interfere with health or safety, contribute to a hostile or intimidating atmosphere for any student, or disrupt or interfere with the educational process.
- A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
- The wearing of hats in the classroom is not permitted except for a medical or religious purpose.



A student’s attire shall:

1. Cover all private areas, including the stomach, and should not be made of a see-through material.
2. Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations).
3. Include a shirt (with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (e.g., skirt, sweatpants, leggings, shorts, dress).
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

A student’s attire shall not:

1. Cover the student’s face to the extent the student is not identifiable, except for a medical or religious purpose.
2. Include items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation, or disability.
3. Promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.
4. Include swimsuits (except as required in class or athletic practice).
5. Include accessories that could be considered dangerous or could be used as a weapon.
6. Include items that denote or represent gang affiliation such as bandanas, beads, jewelry, or other indicators and/or symbols intended expressly so.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing

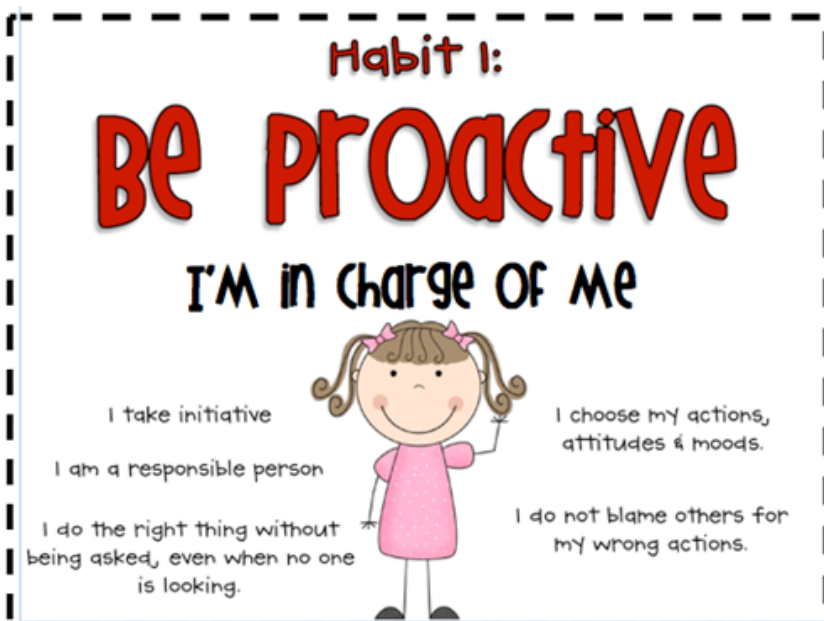
hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or discipline them for doing so.

Student Conduct

Students may be subject to disciplinary action, up to and including suspension from school, if they do not follow these rules:

1. **Engage in conduct that is orderly.** Disorderly conduct will not be permitted. Some examples of disorderly conduct include, but are not limited to:

- a. Running or otherwise unsafe behavior in hallways.
- b. Making unreasonable noise.
- c. Using language or gestures that are profane, lewd, vulgar or abusive.
- d. Obstructing vehicular or pedestrian traffic.
- e. Engaging in any willful act which disrupts the normal operation of the school community.
- f. Trespassing.
- g. Computer/electronic communications misuse.



2. **Engage in conduct that is cooperative.** Insubordinate or not following teacher instruction is prohibited. Examples of insubordinate conduct include, but are not limited to:

- a. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- b. Lateness for, missing or leaving school without permission.
- c. Skipping detention.

3. **Engage in conduct that is non-disruptive.** Students may not be disruptive in school. Examples of disruptive conduct include, but are not limited to:

- a. Interrupting the learning of other students.
- b. Not listening to the teacher.

- c. Inappropriate contact with other students.
 - d. Display or use of personal electronic devices.
4. **Engage in conduct that is non-violent or non-threatening.** Students may not be violent or threatening when on school grounds. Examples of violent conduct include, but are not limited to:
- a. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 - b. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person.
 - c. Possessing a weapon.
 - d. Displaying what appears to be a weapon.
 - e. Threatening to use any weapon.
 - f. Intentionally damaging or destroying the personal property of a student, teacher, administrator, or District staff.
 - g. Intentionally damaging or destroying school District property.
5. **Engage in any conduct that is safe for the physical or mental health or welfare of others.** Students may not endanger the safety of others. Examples of such conduct include, but are not limited to:
- a. Lying to District personnel.
 - b. Recklessly engaging in conduct that creates a substantial risk of physical injury or endangering other students, school personnel, or any other person.
 - c. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
 - d. Stealing or attempting to steal the property of other students, school personnel or any other.
 - e. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 - f. Discrimination, which includes using race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, creed, national origin, ethnic group, religion, religious practice, economic status, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 - g. Harassment/bullying, including cyberbullying, as those terms are defined in Board Policy No 5300.10 (above).
 - h. Sexual Harassment, as defined in Policy No. 0110 (for sexual harassment of employees) and Policy No. 0110 (for sexual harassment of students).
 - i. Title IX Sexual Harassment, as defined under Policy No. 0110.

- j. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - k. Cyberthreat, which is online material that threatens or raises concerns about violence to others, or to oneself, through direct threats or distressing material. Direct threats are actual threats to hurt another person. Distressing material is online material that provides clues indicating that the person is emotionally upset, and that the person is contemplating hurting another person, oneself or committing suicide.
 - l. Other inappropriate acts using technology.
 - m. Physically detaining or restraining any other person.
 - n. Hazing, which includes an induction, initiation or membership process involving harassment (see Board Policy No. 0115 and Board Regulation No. 0115-R for more complete definitions).
 - o. Sexting is a form of harassment and bullying that is unacceptable and inappropriate on school grounds or at school-sponsored events or functions, using either school or personal technology. Sexting includes the sending, receiving or forwarding of sexually suggestive nude or nearly nude photos and/or sexually suggestive messages through text messages, emails, mobile applications, social media, or any other electronic means.
 - p. Selling, using, distributing or possessing obscene material.
 - q. Using vulgar or abusive language, cursing or swearing.
 - r. Smoking a cigarette, cigar, electronic cigarette (i.e., vape), pipe or using chewing or smokeless tobacco, or smoking/vaping/ingesting cannabis or concentrated cannabis (includes cannabis products) or smoking cannabinoid hemp (except for lawful medical cannabis use in compliance with state law and regulation).
 - s. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
 - t. Inappropriately possessing, consuming, selling, distributing, exchanging, using, or sharing prescription and over-the-counter drugs.
 - u. Gambling.
 - v. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 - w. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 - x. Knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.
6. **Engage in safe conduct while on a school bus.** Students may not misbehave or be unsafe while riding the bus. It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus



driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

7. **Engage in academic honesty.** Students may not be dishonest about assignments and school work. Examples of academic misconduct include, but are not limited to:
 - a. Plagiarism
 - b. Cheating.
 - c. Copying.
 - d. Altering records.
 - e. Assisting another student in any of the above actions.

8. **Engage in off-campus conduct that is safe for everyone.** Even off school grounds, students cannot do anything that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
 - a. Cyberbullying (as defined in Board Policy No 5300.10 (above), Board Policy No. 0115, and Board Regulation 0115-R).
 - b. Threatening or harassing students or school personnel over the phone or other electronic medium.
 - c. Cyberthreats.
 - d. Sexting (as defined above).

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, or building administrators. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the Superintendent.

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, pursuant to the procedures set forth in Board Policy 0115, Student Harassment and Bullying Prevention and Intervention and 0115-R, Student Harassment and Bullying Prevention and Intervention Regulation.

Disciplinary Procedures, Consequences and Referrals

The Board directs staff and administration to utilize restorative justice practices where appropriate in addressing student disciplinary issues.

In the application of restorative principles, the process is always voluntary for the students. Any parent can request to go the traditional disciplinary route and not participate in the restorative process. This may happen at any time during the process, or if a student is unwilling to accept responsibility for their actions and is not demonstrating willingness to make amends.



Consequences and disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. However, school personnel are empowered to utilize the consequences most reasonably calculated to ensure the student learns from their behavior and engages in more pro-social behavior in the future.

Consequences & Other Remedies

In conjunction with the list below, administration (with support from counselors) can employ conflict resolution meetings, restitution to those harmed, and group, classroom, classroom, community, and/or re-entry circle. Except in limited circumstances, restorative justice practices will always be considered first in dealing with disciplinary issues.

- a. Oral warning, teacher/student conference, parent contact, in-class time out, brief time out of class, loss of classroom privileges – any member of the District staff.
- b. Written warning – Bus Drivers, Monitors, Coaches, School Counselors, Teachers, Principal, Assistant Principal, Superintendent or designee

- c. Written referral to parent – Bus Driver, Monitors, Coaches, School Counselors, Teachers, Assistant Principal, Principal, Superintendent or designee.
- d. Detention – Teachers, Principal, Assistant Principal, Superintendent or designee
- e. Suspension from transportation - Assistant Principal, Principal, Superintendent or designee
- f. Suspension from athletic participation – Coaches, Athletic Director, Assistant Principal, Principal, Superintendent or designee
- g. Suspension from social or extracurricular activities – Activity Director, Assistant Principal, Principal, Superintendent or designee
- h. Suspension of other privileges – Assistant Principal, Principal, Superintendent or designee
- i. In-school suspension – Assistant Principal, Principal, Superintendent.
- j. Removal from classroom by teacher – Teachers, Assistant Principal, Principal.
- k. Short-term (five days or less) suspension from school – Principal, Superintendent, Board.
- l. Long-term (more than five days) suspension from school – Superintendent, Board.
- m. Permanent suspension from school – Superintendent, Board

Students who are found to have violated the District’s Code of Conduct may also be subject to remedial responses, including, but not limited to:

- n. peer support groups;
- o. assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day;
- p. corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience;
- q. engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed;
- r. supportive intervention and/or mediation where constructive conflict resolution is modeled;
- s. behavioral assessment or evaluation;
- t. behavioral management plans or behavior contracts, with benchmarks that are closely monitored;
- u. student counseling and parent conferences that focus on involving persons in parental relation in discipline issues.

DASA Addition to Code of Conduct

Students are entitled to pursue their education in an atmosphere that is safe and conducive to learning – free from bias, bullying, discrimination, intimidation and any form of harassment or threat. Liberty Central Schools Code of Conduct includes the requirements of the Dignity for All Students Act. To this end, the district condemns and strictly prohibits all forms of discrimination

and harassment including bullying, taunting or intimidation, against students by students and/or employees on school property, which includes school buses, school sponsored events such as extracurricular events or activities and, in certain circumstances, off-school-property/off school campus conduct, such as cyber-bullying, that is based on but not limited to a student's actual or perceived race, weight, national origin, ethnicity, religion or religious practices, mental or physical abilities, sex, sexual orientation and/or gender identity.

Reports of bullying, taunting, discrimination, and/or intimidation should be submitted to the Liberty Elementary School DASA coordinator, Dr. Jodie MacKrell. Jmackrell@libertyk12.org

Minimum Periods of Suspension

1. **Students who bring or possess certain weapons on school property** - Any student found guilty of bringing a gun, knife (size designated by NYS), explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death onto school property be subject to suspension from school for at least one calendar year.
2. **Students who commit violent acts other than bringing or possessing certain weapons on school property** - Any student who is found to have committed a violent act, other than bringing a knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death onto school property, will be subject to suspension from school for at least one day.
3. **Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom** - Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student. The Board of Education expects students, administrators, teachers and parents to make every effort to maintain student academic progress in the event of removal or suspension, and support student re-entry to the classroom at the conclusion of the disciplinary action.

Corporal Punishment

Corporal punishment of any student by any District employee is strictly forbidden. Corporal punishment means any act of physical force upon a student for the purpose of punishing that student, except as otherwise provided in the next subsection.

In situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher, staff member, or any person from physical injury;
2. Protect the property of the school or others.
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.

The District will file with the Commissioner of Education, in accordance with Commissioner's regulations, written semiannual reports setting forth the substance of each complaint concerning the use of corporal punishment, the result of each investigation, and the action, if any, taken by school authorities in each case.

Student Searches and Interrogations

Any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, administrators, the school nurse, and District Security Officials to conduct searches of students and their belongings.

Lockers, Desks, Other School Storage Places

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

Cell Phones

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of the Code of Conduct and/or policy 5695, Student Use of Electronic Devices. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student's cooperation to search the cell phone further. Without a student's permission, teachers and administrators should not undertake a more extensive search until conferring with the Superintendent or school attorney for guidance.

Visitors to Schools

The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor each time they visit the school.
2. 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 each time, 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 sign out upon leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or their designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.



Public Conduct On School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

Prohibited Conduct

No person, either alone or with others, shall engage in the following while on or in school property or at a school function:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other District employee.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or Board Policy.
16. Smoke a cigarette, cigar, pipe, electronic cigarette (i.e., vape), or use chewing or smokeless tobacco, or smoke/vape/ingest cannabis or concentrated cannabis (includes cannabis products) or smoking cannabinoid help.
17. Harass District staff, students, or other visitors.



LCSD BOE Plain Language Attendance Policy

“ATEDs” are defined as absences, tardiness, and early departures from class or school

Regular school attendance is a major component of academic success. The board created this policy for the following reasons:

- To **minimize the number of unexcused absences, tardiness, and early departures**
- To encourage **full attendance by all students**
- To maintain an adequate attendance recordkeeping system
- To identify patterns of student attendance issues
- To develop effective intervention strategies to improve school attendance.

To ensure that students, parents, teachers, and administrators are notified of and understand this policy, the following procedures shall be implemented:

- A plain language summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy electronically at the start of the school year. Parents will be asked to acknowledge/digitally sign indicating that they have read and understand the policy.
- When a student is habitually absent (at least 1 time a week), tardy, or leaves early from class or school without excuse, a school staff member will:
 - Notify the student’s parent/guardian(s) by phone, mail, e-mail, or messaging platform of the specific attendance issue
 - Remind the parents/guardian(s) of this attendance policy
 - Review attendance intervention procedures with them
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused attendance and to work toward identifying and addressing cases of educational neglect.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to:

- Personal illness
- Illness or death in the family
- Impassable roads or weather
- Religious observance
- Quarantine
- Required court appearances
- Doctor/health clinic visits
- Approved college visits

- Approved cooperative work programs
- Military obligations
- Such other reasons which 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. Parent/guardian signatures for homeless unaccompanied youth are addressed in policy 5151 and regulation 5151-R.

General Procedures

- A student will be considered **chronically absent** if they miss **10% or more** of the school year (**18+ days each year, or 2+ days each month**).
- **Satisfactory attendance** is missing **5% or less** of school over the course of the year (**9 days or less**).
- If a pattern of ATED’s for an individual student is identified a staff member will follow-up in accordance with this policy.

Online/Distance/Remote Learning

If a student is learning in a remote situation, they will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy.

Attendance Incentives

The district will design and implement systems to acknowledge a student’s efforts to maintain or improve school attendance. For example:

- At the building and classroom levels, Building Administrators and teachers are encouraged to schedule special events (quizzes, game days, debates, etc.) for days of chronically high absenteeism, like Mondays and Fridays.
- At the classroom levels, teachers are encouraged to assign special responsibilities (distribute and collect materials, lead groups, assist the teacher, etc.) to students who may need extra motivation to come to school.

Consequences of Excessive ATEDs

Teachers will contact the student’s parents and the student’s school counselor in the event that a student’s record reveals excessive ATED’s, **whether excused and/or unexcused**. When speaking to the parents/guardian(s), teachers will

- Remind parents/guardian(s) of the attendance policy
- Explain the ramifications of excessive ATEDs
- Stress the importance of class attendance
- Discuss appropriate intervention strategies to correct the situation

If attendance does not improve, those penalties may include:

- Detention
- Denial of the privilege of participating in or attending extracurricular events.

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, a 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

There is an important connection between class attendance and student performance. 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 absences will affect a student's class participation grade for the marking period.

Students with excused absences may make up the work for each absence.

The teacher will advise the student and contact the parent/guardian(s) by phone, mail, e-mail, or messaging platform at appropriate intervals prior to the student reaching 9 or 18 unexcused ATEDs.

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 missing 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 speak 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 such as a hospital, etc only 25% of the work will be required to be made up over an extended period).

The Official Board Policy may be viewed at

<https://go.boarddocs.com/ny/liberty/Board.nsf/goto?open&id=CLMKHL515F70>

When Should I Keep my Child Home from School?

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

1. Fever in the past 24 hours
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Chills
5. Sore throat
6. Strep Throat (Child must have been taking an antibiotic for at least 24 hours before returning to school.)
7. Bad cold with a **very runny nose** or **bad cough**, especially if it has kept the child awake at night.



HEALTH AND SAFETY AT LIBERTY ELEMENTARY SCHOOL

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

Accident Prevention and Safety Procedures

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

1. immediately report any conditions involving equipment or buildings that may be dangerous to student or employee health or welfare
2. immediately report any unsafe practices by anyone in the building or on the grounds
3. observe the 5 miles per hour speed limit on school grounds

Administration of Medicine in School

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

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



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

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

Automated External Defibrillators

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

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

Distance Evacuations

The safety of every single child in our care, and every adult, is our greatest responsibility. In select cases of emergency where it is not safe to remain in the elementary school building, Liberty Elementary School has alternate locations at the Elks Lodge and the First Presbyterian Church of Liberty. Distance evacuation drills are practiced to ensure emergency readiness for all adults and students. These alternate locations may also become the “reunification point,” where parents can pick-up their child(ren) and students who take the bus will depart for the day. If appropriate and when safe, students who typically walk home on their own may leave after all buses have departed from the area. Liberty Central School District plans and prepares for all types of emergency events. All students are expected to cooperate with staff members and leave the building in a quiet and orderly manner. Students must stay with their teacher. Behavior that threatens the safety and welfare of others will be subject to disciplinary action.

Eye Safety Devices

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

Fire Drills and Lock Down Drills

Fire Drills and Lock Down 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 in a quiet and orderly manner. Fire Drill exit routes are posted in each room. Students must stay with their teacher when leaving the building. During Lock Down Drills, the students will be taught the expected behavior. Behavior that threatens the safety and welfare of others will be subject to disciplinary action.



Health Screenings

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

Illness and Injury

The Liberty Central School District registered nurses monitor the health of the school community and are the liaisons between the school and various health agencies and are on duty during regular school hours. If you have questions, please contact the school nurse at 845-292-5400 x2508. **All accidents occurring during school hours must be reported to the Nurse. Accidents on school property occurring after school hours must be reported on the next school day. Allergies and/or rashes must also be reported to the Nurse.**



If a student should become ill or sustain an injury during school hours, the student must report to the Health Office. If a student is to be dismissed, the nurse will call the parent/guardian. The parent/guardian or designee will sign the student out at the Greeter's Desk. Walkers must be picked up and signed out by a parent or designee. Injuries occurring after school hours must also be reported to the nurse as soon as possible.

Immunizations

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

Safety Plans

The Liberty Central School District has a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters and they provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students. A copy of the district-wide school safety plan is available for examination in the district offices.

Student Emergency Information

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

Student Health Certificates



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

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

Student Health Form

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

Student Health Services

The Liberty Central School District registered nurses monitor the health of the school community and are the liaison between the school and various health agencies and are on duty during regular school hours. If you have questions, please contact the school nurse at 845-292-5400 x2508.



Vaccination Requirements Applicable To All Students

Public Health Law §2164, as amended by Chapter 35 of the Laws of 2019 applies to students attending all schools as defined in Public Health Law §2164 to include any public, private or parochial child caring center, day nursery, day care agency, nursery school, kindergarten, elementary, intermediate or secondary schools.



Students admitted to school who have not completed all required immunizations must show proof of the next scheduled appointment to continue the immunization series. If a parent/guardian fails to comply with the immunization requirements, the school principal has the right to exclude the student from school until the required immunizations are completed. The student is readmitted only when the school nurse is presented with a document validated by a health care provider/facility showing that the student has been immunized according to mandatory State requirements. More about immunization requirements for school age children in both English and Spanish can be found at the website of the New York State Department of Health.

See New York State Department of Health Website for Mandatory Vaccination Schedule: [2023-24 School Year New York State Immunization Requirements for School Entrance/Attendance](#) (or see Appendix B attached to the end of this document.)

A graphic with a red and white striped background. It features a large white speech bubble with a dotted border. Inside the bubble, the text reads: "Habit #2", "BEGIN WITH THE END IN MIND", "Have a Plan", and a bulleted list of four points. To the left of the text is a cartoon illustration of a smiling boy with brown hair, wearing a yellow shirt and green pants.

Habit #2
BEGIN WITH THE END IN MIND
Have a Plan

- I plan ahead and set goals for myself.
- I am prepared at all times.
- I think about how the choices I make now will affect my future
- I think about the positive or negative consequences of my actions before I act.

PARENT INFORMATION

Access to Student Records

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

- 1) The right to inspect and review your child’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.
- 2) The right to request the amendment of your child’s education records that you believe are inaccurate or misleading.
 - a) Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing to the Principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.
 - b) If the district decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at this same time.
- 3) The right to consent to disclosures of personally identifiable information contained in your child’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - a) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b) Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

*See Appendix A at the end of this Handbook for more information.

Child Abuse in the Educational Setting

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

Class Trips and Expectations



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

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

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

Cancellations

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

Chaperones

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

1. Chaperones are required to ride the bus in order to assist with student supervision.
2. Chaperones must find childcare for siblings of children attending the field trip.

+Additional Guidelines

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

Rolling V Bus Corporation must transport students attending classroom field trips to and from the event. Should a rare occasion occur that makes this impractical, the Building Principal or Superintendent may grant permission for a change in transportation to be made. For parent requests to use personal transportation, the parent(s) and student must come to the school the morning of the trip for attendance and whole-class departure.

Fines

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

Dismissal of Students

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian. **ALWAYS HAVE A PICTURE ID WHEN PICKING UP YOUR CHILDREN.**



Parents are urged to make appointments with physicians, dentists, special tutors, etc., after school hours. When necessary, a written request from the parent/legal guardian noting the date, time and reason for the release generally will be honored. **No students can be picked up from school between**

2:20 p.m. and 2:40 p.m., to allow the school to prepare for dismissal.

A student may be released to EITHER parent unless the custodial parent supplies the Principal with a *certified copy of a court order or decree of divorce, separation, or custody* that indicates that the noncustodial parent does not have the right to obtain such release.



Food

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

Free and Reduced Breakfast and Lunch

Breakfast and Lunch is available at no charge to ALL students. Breakfast is only available to students who arrive in school on time. Lunch will be given to any student who requests one during their lunch break.

Fundraising

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

1. Student organizations are responsible for monitoring their sales and leaving the sale area clean. If not, future sales may be denied for the group in question.

2. The sale of items is limited to the time and area designated for that purpose. Candy is not to be sold on buses, in class, or to students or school personnel during the school day without the expressed permission of the Food Service Manager and administration.

Homeless Students

Liberty Central School District recognizes its responsibility under federal (McKinney-Vento) and state laws and regulations to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their identification, enrollment, attendance, or success in school which may exist in district practices. The Board will provide homeless children attending the district's schools access to the same free and appropriate public education and other school programs and activities, including publicly funded preschool education, as other children.

A homeless child is a child who:

- lacks a fixed, regular, and adequate nighttime residence
- has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations
- lives in a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- shares the housing of others due to loss of housing, economic hardship, or similar reason
- lives in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting
- has been abandoned in a hospital
- is an unaccompanied youth not in the physical custody of a parent or guardian

To assist in determining eligibility for services under the McKinney-Vento Act, the district will use a housing questionnaire for all enrolling students, and those reporting a change in address which asks for a description of the student's current living arrangements.

A homeless child or youth has the right to attend their school of origin or any school that permanently housed students who live in the attendance area in which the homeless student is actually living are eligible to attend.

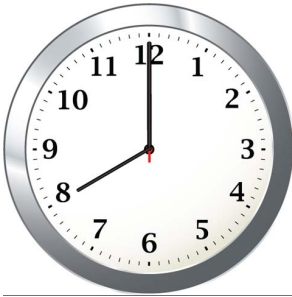
The homeless child is entitled to attend the designated school on a tuition-free basis for the duration of their homelessness. If the child becomes permanently housed, the child is entitled to continue attendance in the same school building until the end of the school year and for one additional year if that year constitutes the child's terminal year in such a building. If a homeless child completes the final grade level in the school of origin, the child may also attend the designated receiving school at the next grade level for all feeder schools.

If you are experiencing one of the situations listed above, please contact the school Social Worker or Counselor for more information.

Homework

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

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



Lateness to School and Class

Late to School is officially 8:00 AM – If a student is late to school, the student must report to the Greeter Desk to sign in and receive a late pass. Failure to sign in immediately upon arrival to the building will result in disciplinary action.

Leaving School Grounds/Building

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

Library

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

- Return books and materials on time so other students can enjoy them.
- Take good care of books when they are borrowed.
- Refrain from writing on any pages or rip any pages out of the books they borrow.
- Students who damage or lose library books will have to pay for them.



Lost and Found

Turn in and claim lost jewelry, eyeglasses and electronics in the Main Office. Clothing, footwear, hats, gloves, etc. can be turned in and claimed in the designated location.

Mandatory Reporting of Suspected Child Abuse, Maltreatment, or Neglect

All school officials, including teachers, administrators, counselors, teaching assistants, and nurses, must, when they have reasonable cause to suspect that a child is abused or maltreated (including educational neglect for absenteeism) report it to the New York State Central Register for Child Abuse and Maltreatment (800-342 3720). Personnel who fail to make a report, are breaking the law. School personnel who, in good faith, make a report or take photographs of injuries and bruises have immunity from any liability, civil or criminal.

If it should be necessary for Child Protective Services to interview a child at school to ascertain whether he/she has been abused or maltreated, or to obtain documentation of such acts, the interview will be conducted in the presence of a school official, unless circumstances require otherwise. The school official shall examine and verify the credentials of Child Protective Services worker(s) before allowing such worker(s) to either interview the child or to examine the child's records. Parents/guardians will not be contacted by school personnel when Child Protective Services interviews or seeks information on a student.

Child Protective Services will never be allowed to remove a child from school unless they have appropriate court ordered documents.

Multimedia Tools in the Classroom

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

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

Office Telephones

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

Open House

Open House will be held on September 21, 2023.

Open House is an opportunity to learn important program information and get acquainted with the school and staff who will be working with your child all year long. Open House is a time for parents to meet their child's teacher(s) and get to know the expectations of the classroom. Open House is an opportunity for parents to see the school and the classroom environment, and to learn about the curriculum. Open House *is not* a time to discuss individual students.

Parent Conferences

Parent-Teacher conferences are an important element in reporting student progress to parents. LES Parent-Teacher Conferences will be held on November 30, 2023, and December 5, 2023, to discuss the first trimester progress of students. Parents will be notified in advance of the available times so a convenient appointment can be arranged.

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

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

Parents with Disabilities

Parents living with disabilities will have an equal opportunity to participate in the services, programs, and activities of the district, particularly those designed for parental involvement and directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel). Please direct requests for accommodations to the Student Services Office (292-5400 X5102) at least ten business days before the scheduled activity or program.

Parental Involvement

The Liberty Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education, and parental responsibility for all aspects of their child's education. You can access the email addresses of school employees by going to the website, clicking on "Elementary" in the "Visit Our Schools" bar at the top of the page, and then clicking on the "Staff Directory" link on the right side of the page. Scroll down until you find the name you are looking for and then click. A new email screen will appear.

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

- Monitoring their child's attendance at school every day. Everyday attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes an excellent attendance pattern.
- Regularly communicating with their child's teacher.
- Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
- Discussing with school counselors, teachers and principals the options and opportunities available to their child.
- Daily monitoring of their child's academic progress.
- Attending scheduled parent/teacher conferences.

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

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. Toys should be left at home. School personnel may confiscate any possessions that may threaten the safety or well-being of others and/or disrupt student learning. Items will be held 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.

Placement of Students

Placement within the system, with respect to building, teacher, and grade or special class, will be made at the discretion of the school administration and will be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision will rest with the school administration. Parent requests will not be accepted.

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

Public Displays of Affection

Intimate kissing and intimate forms of embracing is not appropriate behavior at the elementary school.

Restrooms

Restrooms are provided for responsible student use. All students are expected to have permission from their teachers to use the restroom. When using the restroom, students are expected to behave appropriately and clean up after themselves. There will be no horseplay, or lingering in the bathrooms.

Rotating Schedule

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

Safety Hazards

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

Snacks/Birthday Parties



Birthdays and other celebrations are at the discretion of the individual classroom teacher. Your child's teacher will let you know of his/her plans in that regard. In order to avoid hurt feelings, party invitations cannot be handed out in school unless all of the children in the class are being invited. Student's may only bring in pre-packaged or store bought birthday items.

Spectators

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

Student Participation/Attendance at 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.

Student Privacy

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

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

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. Instructional material is defined as instructional content that is provided to a student (regardless of format) including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments. A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such material to within 30 calendar days after the request has been received.

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

In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the school district pursuant to the requirements of FERPA. Parents/guardians and eligible students shall be notified of this policy at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools. The school district shall also notify parents/guardians within a reasonable length of time after any substantive change to this policy.

Student Safety Patrol

The Safety Patrol is made up of Fourth Graders, who have applied for the position, interviewed before a committee and were selected to serve as school leaders. These student-leaders are committed to providing a safe learning environment for all students at Liberty Elementary School. The central purpose of the Safety Patrol Program is to proactively promote school safety through the development of empathetic leadership skills, good citizenship and to grow a culture of service in our Liberty community.

Technology



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

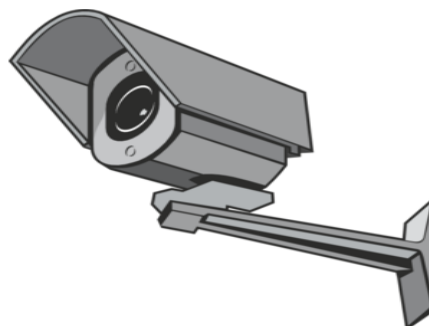
An acceptable use policy for students will be discussed with students. It describes the student's independent access to the network and expectations for acceptable use. Parents are expected to review this agreement with their child. Parents/guardians are required to sign the agreement to abide by district policy and regulation in the use of the district's computers. This form will be located online in the registration packet.

Tobacco/Vaping Policy

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

Video Cameras on School Grounds and Buses

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff and visitor privacy. Cameras are an important component of the district's overall approach to safety, which also includes identification badges, locks, lighting, alarms, etc. The surveillance cameras are intended to monitor student behavior, promote student and staff safety, and to deter vandalism. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings



may be used as evidence of misconduct in disciplinary proceedings.

Requests to view a video recording must be made in writing to the Superintendent or their designee. If the request is granted, viewing will occur in the presence of the district's custodian of the recording. Under no circumstances will the video be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena.

Website

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

The district's website also includes information about SchoolMessenger, an automated phone messaging system. SchoolMessenger is used to inform parents of school delays, closings and emergencies, as well as other communications about the district.

Habit 3 - Put First Things First
Work first, THEN play.

- . I do the things that I **HAVE** to do before I get to do the things that I **WANT** to do.
- . I stay focused on what I'm doing and try to minimize distractions if I get off task.
- . I spend my time on the things that are the most important.

SPECIAL INSTRUCTIONAL PROGRAMS

Programs for Students with Disabilities

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

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

Parents/students who desire further information on these programs and services should contact the Building Principal (292-5400 x2030) or the Office of Student Services (845-292-5400 x5102).

Academic Intervention Services (AIS)

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

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

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

Multi-Tiered System of Supports Team (MTSS)

The MTSS Team consists of Administrators, School Psychologists, Counselors, Intervention Specialists, and teachers. The MTSS Team meets regularly to discuss students identified by school personnel as having difficulty with academic and/or social emotional behaviors within our school. Emergencies receive immediate attention. The goal is to provide interventions that will promote student progress and achievement. Parents are notified by the classroom teacher if your child is referred to the MTSS Team for support.



Homebound Instruction

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

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

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

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

Counseling Programs

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

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

Physical Education

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

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

Proper Attire for Physical Education Class: Students are expected to dress appropriately in order to participate in physical education classes. All students are required to wear sneakers for safety and performance reasons.

SPECIAL PROGRAMS AND SERVICES

Character Education/Leader in Me



Liberty Elementary School works in close partnership with parents to maintain a learning and working environment that supports positive student attitudes, healthy minds and the character development of its students. Liberty Elementary School systematically uses the Leader in Me character development and social emotional learning frame and The Seven Habits to reinforce personal responsibility, character and civic values such as personal responsibility, respect, honesty and acceptance. Parents, students and the school community will work together to teach, promote and model ethical behavior. The Liberty Central School

District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

Promotion and Retention

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

Appendix A.

LIBERTY CENTRAL SCHOOL DISTRICT

Exhibit 5500-E.1

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE REGARDING ACCESS TO STUDENT RECORDS AND STUDENT INFORMATION

Dear Parent or Eligible Student:

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

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

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

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** The exceptions, which permit disclosure without consent, include disclosure to school officials with legitimate educational interests or an authorized representative. A school official is a person employed by the district as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

An authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

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

[For a complete list of exceptions to FERPA's prior consent requirements see regulation 5500-R, Section 5.](#)

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

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

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes student *[include only those designated as directory information]*:

- Name
- Address
- Telephone number
- Date and place of birth
- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team

- Dates of attendance
- Degrees and awards received
- Most recent school attended
- Grade level
- Photograph
- E-mail address
- Enrollment status

You may object to the release of any or all of this “directory information.” However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the Building Principal.

Sincerely,

Robert England, Principal

Appendix B

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

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

Dose requirements **MUST be read with the footnotes of this schedule**

Vaccines	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/DTP/Tdap/Td)²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years old 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
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1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019, and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.

2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)

a. Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months and at 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.

b. If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.

c. Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.

3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6 through 9: 10 years; minimum age for grades 10, 11, and 12: 7 years)

a. Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.

b. In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2023-2024, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6 through 9; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grades 10, 11, and 12.

c. Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.

4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)

a. Children starting the series on time should receive a series of IPV at 2 months, 4 months and at 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.

b. For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses separated by at least 4 weeks is sufficient.

- c. If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
- d. For children with a record of OPV, only trivalent OPV (tOPV) counts toward NYS school polio vaccine requirements. Doses of OPV given before April 1, 2016, should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016, must not be counted.

5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)

- a. The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
- b. Measles: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
- c. Mumps: One dose is required for prekindergarten. Two doses are required for grades kindergarten through 12.
- d. Rubella: At least one dose is required for all grades (prekindergarten through 12).

6. Hepatitis B vaccine

- a. Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute “dose 4” for “dose 3” in these calculations).
- b. Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.

7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)

- a. The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
- b. For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.

8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7 through 10: 10 years; minimum age for grades 11 and 12: 6 weeks).

- a. One dose of meningococcal conjugate vaccine (Menactra, Menveo or MenQuadfi) is required for students entering grades 7, 8, 9, 10 and 11.
- b. For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
- c. The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.

9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)

- a. Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
- b. If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
- c. If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8

weeks after dose 1.

d. If dose 1 was received at 15 months or older, only 1 dose is required.

e. Hib vaccine is not required for children 5 years or older.

f. For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.

10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)

a. Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.

b. Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.

c. Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.

d. If one dose of vaccine was received at 24 months or older, no further doses are required.

e. PCV is not required for children 5 years or older.

f. For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.

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