



**LIBERTY HIGH SCHOOL  
2025-2026  
STUDENT HANDBOOK**



**Liberty High School**  
125 Buckley Street  
Liberty, NY 12754

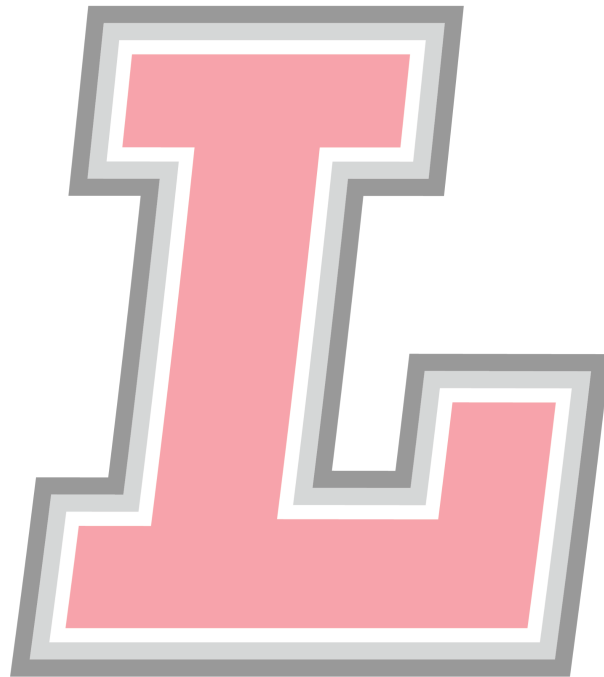
**Superintendent:** Dr. Patrick Sullivan  
**Assistant Superintendent:** Dr. Derek Adams

**Board of Education**

Pamela Teed Fisk, *President*  
Maureen Crescitelli, *Vice President*  
Erin Abplanalp  
Matthew DeWitt  
Timothy Hamblin  
John L. Nichols  
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Peter Racette  
Eugene S. Thalmann

**Principal:** Stephen Matuszak  
**Assistant Principal:** Lacy Jones  
**Assistant Principal:** Destiny Matos  
Telephone: (845) 292-5400  
Fax: (845) 292-7262  
[www.libertyk12.org](http://www.libertyk12.org)

**The Mission of Liberty High School is to graduate life-long learners who have been empowered through the collaborative efforts of the school, parents, and community.**



**Our Vision at Liberty High School is to be a safe learning community that celebrates our achievements and encourages active partnerships with families and the entire community. We will be a collaborative partnership preparing students who are college and career minded, who are prepared to embrace the challenges and opportunities of the future.**

## **LIBERTY CENTRAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Liberty Central School District is to inspire all students to pursue their dreams and to contribute and thrive in a diverse community.

### **CORE VALUES**

We believe that:

- o Every individual has inherent worth
- o All people can reach their full potential
- o Support and guidance are vital to our development
- o A positive attitude opens minds to knowledge, creativity, and growth
- o Learning is a lifelong process
- o Mutual respect begins by being respectful
- o Great achievements are driven by passion

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Revised July 2025

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### **Anonymous Alerts**

Students, parents, and all stakeholders are encouraged to assist in keeping our schools safe and free of bullying, violence, or other distractions. Anonymous alerts are available for the reporting of concerns related to our schools. <https://tips.anonymousalerts.com/libertycsd>

### **Leader in Me**

The Leader in Me program is designed to empower students to make positive, responsible choices. The program is not a curriculum or instructional method, but rather a school culture model in which students learn Stephen Covey's 7 Habits of Happy Kids, and The 7 Habits of Highly Effective Teens, spin-offs from his original book, The 7 Habits of Highly Effective People, and The 8th Habit. The high school is implementing a Freshman Leadership Orientation course that is required by freshmen. More information is found in the Program of Studies.

### **8 Habits of Highly Effective Teens**

- ❖ **Habit 1: Be Proactive**
  - *Take responsibility for your life*
- ❖ **Habit 2: Begin with the End in Mind**
  - *Define your mission and your goals in life.*
- ❖ **Habit 3: Put first things first**
  - *Prioritize, and do the most important thing first.*
- ❖ **Habit 4: Think Win-Win**
  - *Have an everyone-can-win attitude.*
- ❖ **Habit 5: Seek First to Understand, Then to be Understood**
  - *Listen to people sincerely.*
- ❖ **Habit 6: Synergize:**
  - *Work together to achieve more.*
- ❖ **Habit 7: Sharpen the Saw**
  - *Renew yourself regularly*
- ❖ **Habit 8: Find Your Voice**
  - *Use your talent & passion to help others.*

### **STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT**

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

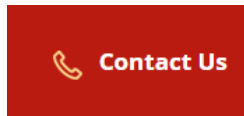
## **PARENTS WITH DISABILITIES**

Parents with disabilities will have an equal opportunity to participate in the services, programs, and activities of the district, particularly those designed for parental involvement and directly related to their child’s academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel). You should direct requests for accommodations to the District at least ten business days before the scheduled activity or program. Such requests should include a description of the parent’s needs and the specific accommodation they are requesting.

## **PARENTAL INVOLVEMENT**

The Liberty Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child’s education, and parental responsibility for all aspects of their child’s education.

You can access the email addresses of school employees by going to the website,



Clicking on

Then follow the directions;

## **Staff Directory**

Search for faculty and staff by typing **ONE** of these options in the box below: first **or** last name, school, email, or job title.

**TIP:** If you don’t know how to spell the person’s name, type the first letter of their first or last name. If you hit the spacebar once and then hit Enter, you will be able to view all district employees.

Not sure whom you need to contact? Check our [Chain of Command Calling Guide](#).

## **PARENT PORTAL**

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

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 [HSParentPortal@Libertyk12.org](mailto:HSParentPortal@Libertyk12.org), from your current email address.
  - a. For example, if your email address is [sam@yahoo.com](mailto:sam@yahoo.com), then you must send this initial request from that email address. Your email address will become your username for the parent portal. In addition, any email correspondence between you and the school, through this parent portal, will go to this email address.
3. In the subject line of your email, type "Parent Portal Access."
4. In the body of the email, please include the following: your name and the name and grade of your child as indicated in the school records. (Joseph Smith grade 10, not Joey Smith)
5. Within one week after you submit your request, you will receive an email with instructions for logging into the parent portal, getting a temporary password, changing your password, and navigating the site. These instructions will also appear on the Liberty website at [www.libertyk12.org](http://www.libertyk12.org). If you have questions during the process that the instructions on the website do not address, please email [HSParentPortal@Libertyk12.org](mailto:HSParentPortal@Libertyk12.org) for assistance.

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

**LHS Bell Schedules**

PD	LHS	
	REGULAR	
Entrance	7:55 AM	8:04 AM
Warning	8:04 AM	8:05 AM
HR	8:05 AM	8:15 AM
1	8:15 AM	8:57 AM
2	9:00 AM	9:42 AM
3	9:45 AM	10:27 AM
4	10:30 AM	11:12 AM
5	11:15 AM	11:57 AM
6	12:00 PM	12:42 PM
7	12:45 PM	1:27 PM
8	1:30 PM	2:12 PM
9	2:15 PM	2:57 PM
Clear	3:05 PM	3:05 PM

PD	LHS	
	TWO-HOUR DELAY	
Entrance	9:55 AM	10:04 AM
Warning	10:04 AM	10:05 AM
HR	10:05 AM	10:12 AM
1	10:12 AM	10:41 AM
2	10:44 AM	11:13 AM
3	11:16 AM	11:45 AM
4	11:48 AM	12:17 PM
5	12:20 PM	12:49 PM
6	12:52 PM	1:21 PM
7	1:24 PM	1:53 PM
8	1:56 PM	2:25 PM
9	2:28 PM	2:57 PM
Clear	3:05 PM	3:05 PM

PD	LHS	
	THREE-HOUR DELAY	
Entrance	10:55 AM	11:04 AM
Warning	11:04 AM	11:05 AM
HR	11:05 AM	11:15 AM
1	11:15 AM	11:37 AM
2	11:40 AM	12:02 PM
4	12:05 PM	12:27 PM
5	12:30 PM	12:52 PM
6	12:55 PM	1:17 PM
7	1:20 PM	1:42 PM
3	1:45 PM	2:07 PM
8	2:10 PM	2:32 PM
9	2:35 PM	2:57 PM
Clear	3:05 PM	3:05 PM

PD	LHS	
	HALF DAY	
Entrance	7:55 AM	8:04 AM
Warning	8:04 AM	8:05 AM
HR	8:05 AM	8:15 AM
1	8:15 AM	8:39 AM
2	8:42 AM	9:06 AM
3	9:09 AM	9:33 AM
8	9:36 AM	10:00 AM
9	10:03 AM	10:27 AM
4	10:30 AM	10:54 AM
5	10:57 AM	11:21 AM
6	11:24 AM	11:48 AM
7	11:51 AM	12:15 PM
Clear	12:20 PM	12:20 PM

PD	LHS EVENTS	
	SCHEDULE 1	
Entrance	7:55 AM	8:04 AM
Warning	8:04 AM	8:05 AM
HR	8:05 AM	8:15 AM
1	8:15 AM	8:50 AM
2	8:53 AM	9:28 AM
3	9:31 AM	10:06 AM
4	10:09 AM	10:44 AM
5	10:47 AM	11:22 AM
6	11:25 AM	12:00 PM
7	12:03 PM	12:38 PM
8	12:41 PM	1:16 PM
9	1:19 PM	1:54 PM
Program	2:00 PM	2:57 PM
Clear	3:05 PM	3:05 PM

PD	LHS EVENTS	
	SCHEDULE 1.5	
Entrance	7:55 AM	8:04 AM
Warning	8:04 AM	8:05 AM
HR	8:05 AM	8:15 AM
1	8:15 AM	8:45 AM
2	8:48 AM	9:18 AM
3	9:21 AM	9:51 AM
8	9:54 AM	10:24 AM
4	10:27 AM	10:57 AM
5	11:00 AM	11:30 AM
6	11:33 AM	12:03 PM
7	12:06 PM	12:36 PM
9	12:39 PM	1:09 PM
Program	1:20 PM	2:57 PM
Clear	3:05 PM	3:05 PM

**LHS Academic Calendar**



**2025-2026 Academic Calendar**

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day  
 2-3 Conference Days  
 4 First day of school for students

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 Conference Day  
 13 Columbus Day

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11 Veterans' Day  
 26-28 Thanksgiving Break

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

24-31 Winter Break- Closed

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Winter Break  
 19 MLK Day  
 20-23 Regents Exams

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

13 ½ Conference Day (PM)  
 16 Presidents' Day  
 17 Lunar New Year

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30-31 Spring Break

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-6 Spring Break

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Budget Vote & Election  
 19 ½ Conference Day (PM)  
 25 Memorial Day

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9-10, 17-25 Regents  
 19 Juneteenth  
 26 Rating Day  
 26 Last day of school for students  
 26 Graduation

**Student Days:**  
 Sept 19 (+ 2 Conf. Day)  
 Oct 21 (+ 1 Conf Day)  
 Nov 16  
 Dec 17  
 Jan 19  
 Feb 17.5 (+ 0.5 Conf Day)  
 Mar 20  
 Apr 18  
 May 19.5 (+0.5 Conf Day)  
 June 19

Snow Days 8

Student Days 186  
 Conference Days 4

Total Days 190

**Give Back Days:**

1<sup>st</sup> Day: May 22  
 2<sup>nd</sup> Day: May 26  
 3<sup>rd</sup> Day: April 7

**BOE approved March 11, 2025**

## **SCHOOL CLOSING PROCEDURES**

When it becomes necessary to close or delay the opening of school for reasons of impassable roads, inclement weather, emergencies, etc., check your local radio/TV stations. The School Messenger Service (ParentSquare) will contact all parents/guardians using the telephone number on file with the school. Please make sure your information is accurate.

You can also check the school website at [www.libertyk12.org](http://www.libertyk12.org).

### **LIBERTY CENTRAL SCHOOL TELEPHONE EXTENSIONS**

Superintendent (Dr. Patrick Sullivan)	292-5400 ext.2051
Student Services/CSE	292-5400 ext.5106
Central Registration Office	292-5400 ext.2331
High School Main Office	292-5400 ext.2000
High School Principal (Stephen Matuszak)	292-5400 ext.2005
High School Assistant Principal (Lacy Jones)	292-5400 ext.2002
High School Assistant Principal (Destiny Matos)	292-5400 ext.2002
Guidance Department	292-5400 ext.2006
Homelessness Liaison (Gina Castelonia)	292-5400 ext.2032
Nurse (Emilie Keesler)	292-5400 ext.2016

### **WHERE TO FIND HELP**

Attendance (Central Office)	292-5400 ext. 2331
Athletic Director (Thomas Zehner)	292-5400 ext .2012
Bus Route - Rolling V Bus Co.	292-4485
Clubs/Activities	Activity Advisor
College Information/Guidance Counselor	292-5400 ext. 2006
Dignity for All Students	292-5400 ext. 2002
District Website	<a href="http://www.libertyk12.org">www.libertyk12.org</a>
Employment Information/Working Papers (Guidance)	292-5400 ext. 2011
ID/Swipe Card (Business Office)	292-5400 ext. 2331
Illness (School Nurse: Emilie Keesler)	292-5400 ext. 2016
Late (Tardy) (Main Office Attendance)	292-5400 ext. 2008
Locker Information (Main Office)	292-5400 ext. 2005
Lost Articles (Main Office)	292-5400 ext. 2000
Motor Vehicle Registration (Main Office)	292-5400 ext. 2002
Permission to Leave School Grounds	292-5400 ext. 2002
Report of Child Abuse Incident	292-5400 ext. 2321
Schedule/ Program Change (Guidance)	292-5400 ext. 2006
Scholarship Information (Guidance)	292-5400 ext. 2011

**COMPREHENSIVE STUDENT ATTENDANCE POLICY**  
excerpt from BOE Policy §5000, #5100 - adopted December 13, 2022

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

**Notice**

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. 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 (1 x weekly) absent, tardy, or leaves early from class or school without excuse, the student's school counselor, nurse, teacher or case manager will notify the student’s parent(s) by phone and/or mail, electronically/digitally of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED’s 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, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the building principal (including, but not limited to, absences due to

circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed. Parent/guardian signatures for homeless unaccompanied youth are addressed in policy 5151 and regulation 5151-R.

### **General Procedures/Data Collection**

- Attendance will be taken during each class period (grades 5-12)
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the data person responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner. Each building will have a support person or support team review students' attendance on a monthly basis.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel (Data person via School Tools) subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically (at least monthly) to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall request a pass from students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

### **Online/Distance/Remote Learning**

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include: documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, and telephone. Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate appropriate interventions with the student and their family if a

student does not show adequate engagement or growth.

### **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**

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

If attendance does not improve, those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting.

### **Attendance/Grade Policy**

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

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

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

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone/ by mail/electronically at appropriate intervals prior to the student reaching nine or 18 unexcused ATEDs.

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

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

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

### **Annual Review**

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

## **CODE OF CONDUCT**

**A plain language version of the School District's *Code of Conduct* follows. A full version is available in the Superintendent's office, the Building Principals' offices, and online at: <https://www.libertyk12.org/departments-services/school-climate-and-culture/code-of-conduct/>.**

### **Part I: Introductions**

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

## **Part II: Definitions**

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

## **Part III: Student Rights and Responsibilities**

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

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

## **Part IV: Essential Partners**

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

All teachers, counselors, administrators, superintendent, board members and other school personnel are expected to promote and maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

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

## **Part V: Student Dress Code**

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

### **Part VI: Prohibited Student Conduct**

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

### **Part VII: Reporting Violations**

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

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

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the student's age, the nature of the offense and the circumstances which led to the offense, the student's prior disciplinary record, the effectiveness of other forms of discipline, information from parents, teachers, and others, and other extenuating circumstances. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

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

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

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

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

### **Part IX: Alternative Instruction**

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

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

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

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

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

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

During suspensions or removals of up to 10 school days per school year that do not constitute a disciplinary change in placement, the District will provide alternative instruction to students with disabilities on the same basis as non-disabled students. During subsequent suspensions or removals of more than 10 school days in a school year, the District will provide students with disabilities services necessary to enable them to (1) continue to participate in the general education curriculum, (2) progress toward meeting the goals set out in their respective individualized education program, and (3) receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications.

### **Part XI: Corporal Punishment**

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

### **Part XII: Student Searches and Interrogations**

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

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

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

### **Part XIII: Visitors to Schools**

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

the identification badge before leaving the building. All visitors are expected to abide by the rules for public conduct on school property contained in the Code.

**Part XIV: Public Conduct on School Property**

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

**Part XV: Dissemination and Review**

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

**RIGHTS AND RESPONSIBILITIES**

**A. Student Rights**

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

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

**B. Student Responsibilities**

All District students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

### **Dignity for All Students Act DASA**

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

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

### **CONTACT INFORMATION**

District Dignity Act Coordinator

**Ms. Amy Black**

**Liberty Central Schools**

**[ablack@libertyk12.org](mailto:ablack@libertyk12.org)**

**(845) 292-5400 ext. 5112**

Building Dignity Act Coordinators

**Mrs. Lacy Jones**  
Liberty High School  
ljones@libertyk12.org  
(845) 292-5400 ext. 2002

**Dr. Jodie Mackrell**  
Liberty Middle School  
jmackrell@libertyk12.org  
(845) 292-5400 ext. 2306

**Mrs. Brittney Cunningham**  
Liberty Elementary School  
bcunningham@libertyk12.org  
(845) 292-5400 ext. 2030

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

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

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

## **Visitors to the School**

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

### **PROCEDURES**

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

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

## **Before School Begins**

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

## **During the School Day**

All doors will be closed and locked at the time of the tardy bell. After the tardy bell, visitors and tardy students must request entry into the building at the main entrance by pressing the intercom button.

## **Students arriving late**

Students who arrive after the tardy bell must report directly to the greeter desk to sign in and receive a tardy pass.

## **Visitors**

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

- Request that the visitor shows identification to the intercom camera
- If the person is here for a student, the office staff will verify via SchoolTool that the visitor is on the student's contact list
- Otherwise, the office staff will verify the reason for the visit and verify that they have an appointment.

- If the visitor does not have an appointment, the greeter will check the availability of the person they wish to visit. If that person is unavailable, the visitor will be advised to make an appointment or come back another time.
- If the visitor wishes to enter into the building, they will move to the next steps.
- If the visitor is able to enter, the greeter will unlock the entry door to enable access to the vestibule
- If the person wishes to sign-out a student, the office staff will bring the sign-out sheet out to the vestibule.

## Using the Self-Serve Kiosk to Enter the Building

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

## If Visitor is Unable to Use the Self-Serving Kiosk

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

## After Receiving the Visitor Pass

- The person they are meeting will be contacted and respond to the greeter's desk
- All visitors will be accompanied around the school by a school staff member
- Before leaving campus, visitors must stop at the front office, sign out and return their visitor pass.

## Dropping off an item for a student

When dropping off an item for a student the visitor will:

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

## After the School Day

After 2:20 p.m. at the elementary school and 2:45 p.m., at the middle and high schools, parents/guardians are to wait outside to pick up their child. No student may be signed out between

those times and dismissal. No parents should enter the building during student dismissal. Visitors who need to enter the building after dismissal will follow the procedures above.

### **Public Conduct on School Property**

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

No person shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee, or any person lawfully on school property including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs, or other school activities.
4. Distribute or wear materials on school grounds that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
6. Enter any portion of the school premises without authorization to remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations, or other restrictions on vehicles
9. Possess, consume, sell, distribute, or exchange alcoholic beverages or controlled substances or be under the influence of either substance on school property or at a school function.
10. Possess or use weapons in school, on school property, or at a school function except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.
16. Smoke a cigarette, cigar, pipe, electronic cigarettes, or use chewing or smokeless tobacco.

### **General Penalties**

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

1. Visitors will have their authorization to remain on school property revoked and they will be directed to leave the premises.
2. Students will be subject to disciplinary action as the facts may warrant.

3. Employees may be subject to disciplinary measures as detailed by law and as dictated by the facts.

### **Discipline for Activities Not Occurring On School Premises**

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

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

**Absences** – Parents/guardians should call Central Registration (ext. 2331) or email ([centralregistration@libertyk12.org](mailto:centralregistration@libertyk12.org)) when their child is absent from school. Parents/guardians who do not correspond will receive a phone call from an automated machine. Each child must submit a written excuse from the parent/guardian upon return to school immediately after any absence. If the student does not bring in an excuse, the absence is considered illegal. Students cannot make up illegal absences. In the case of prolonged or extended absences, the school may require medical certification.

**Annual Notification Forms** – Each September, students will receive forms for parents/guardians to review and in most cases, return with a signature. These forms include:

- Student Handbook Receipt and Acknowledgement
- Student Information, Information Release, Evacuation, Military/Higher Learning, Medical/Field/Trip/School Messenger Form
- Acceptable Use Policy for Computer Network and Internet
- LCSD Student/Parent Device Agreement

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

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

**Automatic External Defibrillators** – The Liberty School District maintains on site, in each building, at least one functional automated external defibrillator (AED) for use during

emergencies. Whenever public school facilities are used for school-sponsored events, at least one staff person who is trained in the operation and use of an AED will be present.

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

**Breakfast** – Breakfast is available in the cafeteria until 8:05 AM. Cafeteria rules apply. Students may not enter the cafeteria after 8:05 AM (10:05 AM on two-hour delays) for breakfast.

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

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

Students are to place all waste paper in the receptacles provided on each bus. Throwing of litter in or out of the bus is strictly prohibited.

7. Upon being discharged from a school bus, students are expected to proceed directly to their home or to school.
8. Students who must cross the road to board or upon discharge from a school bus, must cross ten feet in front of the bus when signaled to do so by the bus driver.
9. Large parcels, groceries, and pets are prohibited from being brought on the bus.

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

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

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

### **Bus – Student Responsibilities**

1. Students are not to enter the bus when the driver is not there.
2. Students are to be at their bus stop five minutes **before** their “normal” pick-up time. However, in the event a student is not at his or her stop, it is **expected** that the bus will still stop. If the dwelling is out of the driver’s sight, the driver will wait for a sufficient amount of time necessary for the students to board the bus and students to be seated. If not waved on by a parent at this point, drivers may proceed to their next stop if the student is not in sight of the bus driver.

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

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

**Cafeteria** – Students may visit the cafeteria only during their assigned lunch period. Students may socialize at their tables using appropriate voice levels. After eating, students must remove all trays, utensils, and trash to the proper disposal area(s). Littering is prohibited. No food or drink may be taken out of the cafeteria, except in the case of students serving lunch detention. Students with a pre-signed pass may go to the library or get help from a teacher. Passes to other locations will not be allowed. Failure to adhere to these rules will lead to disciplinary action.

**Cameras - District, Building, and Bus Surveillance** – Video surveillance cameras may be used to monitor student behavior, promote student and staff safety, and to deter vandalism within school buildings, on school property, and when transporting students to and from school or extracurricular activities. Students found violating code of conduct rules would receive disciplinary action.

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

**Class Absences/Make-Ups** – Students who wish to make up classes must obtain a pre-approved pass from the teacher with whom they will be making up the class and show it to their study hall teacher. Students may not miss one academic class to make up another academic class. Students who become ill during the school day and miss class must present the regularly assigned teacher/study hall monitor a pass (verification of their whereabouts) from the Nurse on the next day they attend class. Regular visits to the Nurse without a verifiable medical reason will be treated as a class cut. Failure to adhere to all of these rules will result in a referral for class cutting and the suspension of pass privileges for a length of time to be determined by an administrator.

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

**Dismissal** – All students are to leave the building by 3:05 PM unless under the direct supervision of a staff member or coach, or face disciplinary action.

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

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

- If more than 24 hours from the date requested, students must have an email from their parent/guardian to the main office ([HSSecretaries@libertyk12.org](mailto:HSSecretaries@libertyk12.org)) or bring a note from a parent/guardian to the Main Office. An administrator must approve the request prior to the student dismissing. The reason for the school/class

- absence must adhere to the Board of Education policy as outlined in the Student Attendance Policy.
- If less than 24 hours from the date requested, a parent/guardian must enter the building to pick up their child or call the office to verify the request. If the parent or designee listed on SchoolTool is unable to pick up the child, they will call the HS main office to gain administrative approval. The reason for the school/class absence must adhere to the Board of Education policy as outlined in the Student Attendance Policy.
  - The written note or email should clearly state the reason for the early leave request, the specific time requested, if the parent/guardian is giving a second party permission to pick up the student and the arrangements for transportation. Only those individuals authorized by parents on their SchoolTool profile may pick up the student; however, an emergency contact may not request to sign out a student without verification from the parent/guardian. The individual picking up the student must sign the student out at the Main Office.
  - If a student is driving (and has official permission to do so), the student will leave at the approved time.
  - Students who have permission to leave school early must wait in the classroom until their transportation arrives. The Main Office will notify the classroom when the student's transportation arrives.
  - Any student with an approved early leave must sign in at the Main Office if he/she returns to the school before the end of the school day. Students will not be allowed to leave and return during study halls, lunch etc., as Liberty High School is a closed campus.

**Electronic Equipment/Devices** – The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include “internet-enabled devices,” which include: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the district for educational purposes. Other personal electronic devices include devices which are not capable of connecting to the internet and access content on the internet, such as wireless headphones and earbuds, e-readers, calculators, voice recorders, cameras and music devices. These devices can create significant distraction to the school environment and reduce student engagement. Additionally, in an emergency, the use of these devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the district's emergency response protocols. Generally, the district is not responsible for stolen, lost or damaged personal electronic devices brought to school. During the school day, to minimize distractions, students and their parents/persons in parental relation are asked to communicate via the school. Building staff will educate families on the building's communication protocol.

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

Classroom use of school-issued electronic devices is subject to regulation by the teacher and a social contract is encouraged subject to classroom rules developed as part of the social contract. Use and possession of personal electronic devices is not permitted at any time during the school day.

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless such use falls under an exception (e.g., IEP/Section 504 or as permitted below).

Students are discouraged from bringing other personal electronic devices to school. If students do bring such devices to school, they must be stored in the student's locker for the entire school day, and they must be silenced and not used during the school day unless permission is granted by the school. Exemptions may be granted as outlined below.

**Additional Technology Use Policies:**

1. It is never acceptable to take photos or videos of others without their permission on personal or school-issued electronic devices.
2. It is never acceptable to send threatening or harassing text messages, emails, or phone calls.
3. Personal and school-issued electronic devices are not to be used on exam days, unless the classroom instructor has developed a specific testing protocol necessitating the use of school-issued devices.
4. In order to ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other electronic devices into classrooms or other exam locations during testing or state assessments. Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

**Exemptions/Exceptions for Specific Purposes**

Use of internet-enabled devices and other personal electronic devices must be permitted where included in a student's Individualized Education Program ("IEP"), Section 504 plan, or where required by law.

Additionally, the district permits the use of internet-enabled devices and other personal electronic devices:

1. Where necessary for the management of a student's healthcare (e.g., diabetes, asthma, medication, etc.)
2. For translation services
3. For students who are routinely responsible for the care and wellbeing of a family member (on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor).

Parents and or guardians may request an exemption for their children to use internet-enabled devices and other personal electronic devices during the school day as listed above. Requests must be made to the Building Principal, and Director of Student Services if applicable, and for healthcare exemptions, must include documentation from an appropriate medical or educational professional. If an exemption has been granted, personal devices may only be used for the purposes outlined in the exemption, and the device must be silenced and put away when not in use.

In emergency situations, exceptions to the prohibition of the use of other personal electronic devices and internet-enabled devices may be granted by teachers or administrators. In the event of illness at school, students must utilize the health office in order to facilitate parent contact, not personal or school-issued electronic devices. The school nurse is responsible for monitoring all dismissals due to illness.

### **Personal Electronic(s) Procedures**

**\*\*\*At the high school level, student internet-enabled devices must be silenced and stored in student lockers from 8:05 a.m. until 2:57 p.m.\*\*\***

#### **Initial Incident:**

- Teachers and staff will remind students that all personal electronic device(s) are prohibited during the school day. Students are encouraged not to bring devices to school. If they do bring personal devices to school, they must be placed and secured in their designated locker for the full duration of the school day (8:05 a.m. - 2:57 p.m.)
- Students in possession of a device will be directed to place the device in their locker.

#### **Second Incident**

- If a student is in possession and/or utilizes a personal electronic device, an e-Hall Pass will be issued, and the student will be directed to report to the main office.

#### **Subsequent Incidents**

- If a student is repeatedly found to be in possession of a personal electronic device, the device deposit procedure (see below) will be followed. However, the student's

parent/guardian will be required to pick up the device from the main office.

*At the main office:*

**Device Deposit Procedure:**

1. Students will deposit their personal electronic device(s) for the remainder of the school day and follow the **Student Personal Electronic Device Deposit Checklist and Acknowledgement Form**. If they comply, no referral will be issued at this stage.
2. Students who refuse to comply will receive a disciplinary referral for unacceptable use of technology and insubordination, and the situation will be handled promptly.

**Student Personal Electronic Device Deposit Checklist:** To deposit their personal electronic device(s), the student will complete the following checklist:

1. Text a parent/guardian to notify them that they were found to be in possession of their personal electronic device(s) and they are required to deposit the device in the main office until the end of the day and that communications can continue to be made through the main office phone line: (845) 292-5400.
2. Turn off the personal electronic device(s).
3. Write your name on an envelope and sign the acknowledgment form.
4. Place the personal electronic device(s) in the envelope.
5. Seal the envelope with tape.
6. Office staff will secure the device in a designated box located in an administrative office.
7. After the final bell at 2:57 p.m., students can pick up their device from the main office and sign to acknowledge receipt.

**Acknowledgment Form:**

- Students will complete and sign an acknowledgment form, which includes:
  - Acknowledgment of depositing the personal electronic device(s).
  - Agreement to pick up the personal electronic device(s) after 2:57 p.m. and sign for its receipt.
  - For repeat incidents, acknowledgement that the device must be picked up by a parent or guardian on record.

I, \_\_\_\_\_, acknowledge that:

(Please initial)

\_\_\_\_ I am voluntarily depositing my personal electronic device instead of receiving a referral and disciplinary action

\_\_\_\_ I notified my parent/guardian that I was found to be in possession my personal electronic device(s), I am required to deposit the device in the main office until the end of

the day, and that communications can continue to be made through the main office phone line: (845) 292-5400.

\_\_\_\_ I understand that my device will be secured in the main office until after the final bell at 2:57 p.m. on \_\_\_/\_\_\_/\_\_\_\_. At that time, I will pick up my device and sign to acknowledge receipt of my device.

*or*

\_\_\_\_ I understand that this is a repeat violation of the personal electronics policy. My device will be secured in the main office until picked up by my parent or guardian on record.

Student Signature: \_\_\_\_\_

### **Pickup**

I acknowledge that I received my device on \_\_\_/\_\_\_/\_\_\_\_ at \_\_\_\_\_ AM/PM.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### **Chromebooks**

Every student will be responsible for his/her Chromebook. Chromebooks are to be treated with the greatest care at all times. Accurate records will be kept of Chromebooks when given to students and the condition when given. All Chromebooks are to be returned at the end of the school year. If not returned, report cards, schedules, and/or diplomas will be withheld, or not participating in the end of the year ceremonies. If a student leaves school before the end of the year, the student is to leave their Chromebook with the main office. A student must pay the replacement value of a Chromebook if it is lost, not returned or damaged. Students who are found to have violated the Code of Conduct either by damaging the Chromebook or using it inappropriately will be subject to the following penalties: oral warning, written warning, written referral to a parent, detention, suspension from transportation, athletics, social or extracurricular activities, in-school suspension, removal from classroom, short-term suspension, long-term suspension, and permanent suspension. Students may also be subject to remedial responses, including, but not limited to: peer support groups, assignment of an adult mentor, corrective instruction, engagement in a reflective activity, supportive intervention, behavioral assessment or evaluation, behavioral management plans or behavior contracts, and counseling.

**Emergency Forms** – Each student will receive a ‘Student Emergency Form’ for updating emergency contacts and student health information. Students will receive this emergency form at the beginning of the school year, which must be completed and returned to the Main Office. Failure to submit a completed and validated emergency form by the fourth day of attendance will result in loss of privileges. If at any time there is a change in the student’s medical status, it is imperative that the parent/guardian notify the School Nurse to assure the child’s safety and well-being.

**Field Trips** – Advisors/coaches are in charge of student conduct. Parents are invited and encouraged to chaperone selected school field trips. Any parent interested should contact their child’s teacher. Behavior that discredits Liberty High School will not be tolerated. Students are expected to leave and return on the same bus. Parents who want their children to return in the family vehicle must secure permission before the trip from the advisor/coach and an administrator. **Students who have outstanding disciplinary obligations or a history of chronic and/or serious misconduct will not be allowed to participate.**

**Fines** – All student obligations including the return of chromebooks, 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.

**Emergency Drills/Emergency Events** – Emergency drills are held throughout the school year according to New York State mandates. All students are expected to cooperate with staff members during emergency events and leave the buildings in a quiet and orderly manner. The exit routes are posted in each room. **Students must stay with their teacher.** Behavior that threatens the safety and welfare of others will be subject to disciplinary action. Due to the unknown nature of some emergency events, students are not to use electronic devices, unless requested to do so by a staff member.

**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/Lunch** – This year the Community Eligibility Program allows for all students, regardless of their economic status, to receive free breakfast and lunch. Students must still pay for snacks. Community and Eligibility Provision (CEP) Household Income Forms must be completed and returned to the school.

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

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

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

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

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

**Identification** – Students must have their photo I.D. cards in their possession at all times, which will allow them to be identified by any staff member. Students must also present their I.D. cards when passing through the cafeteria line or when attending after school activities including dances and sporting events.

**Illness and Injury** – A Registered Nurse is available to address all student medical concerns during the school day. Should the student need to leave school for medical reasons, the Nurse will contact home and the Main Office. Students must wait in the Nurse’s Office to be picked up. **All accidents occurring during school hours must be reported to the Nurse. Accidents on school property occurring after school hours must be reported on the next school day. Allergies and/or rashes must also be reported to the Nurse.**

**Immunizations Required by Law** – All students must be age appropriately immunized to enter/attend school. Keeping children up to date with vaccinations is the best way to protect them, the school, and the community from outbreaks that can cause unnecessary illness. [Immunization Requirements \(https://www.health.ny.gov/publications/2370.pdf\)](https://www.health.ny.gov/publications/2370.pdf)

### **Immunization Compliance**

1. Students admitted to school, who have not completed all required immunizations, must show proof of the next scheduled appointment to continue the immunization series.
2. If a parent/guardian fails to comply with the immunization requirements, the building principal has the right to exclude the student from school until the required immunizations are completed. The student is re-admitted 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.

**Lateness to School and Class** – Students will be admitted to the academic wings beginning at 7:55 AM Homeroom runs from 8:05 AM to 8:15 AM. Period 1 begins at 8:15 AM. Students must be in school by 8:05 AM or shall be considered late to school.

- Late to Homeroom Without a Pass- Student comes to homeroom *without* a pass from the office (Arrival to homeroom after 8:05 AM)- The teacher will record the students late in School Tool. For every third late without a pass from the office the teacher will call home and write a referral. Administration will then complete the referral process.
- Late to Homeroom With a Pass- Student comes to homeroom *with* a pass from the office (Arrival to school after 8:05 AM)- Administration will note in School Tool the students late to school. For every third late Administration will complete a referral, call home and complete the referral process.
- Late To Class – Students who arrive to class after the late bell, without a legitimate pass, are considered late to class. Students who arrive to class more than five minutes late but less than 20 minutes late, are considered late. After 3 consecutive lates the students will receive a referral from the teacher and consequence from administration for *late to class*.
- Cutting Class – Students who are 20 or more minutes late will receive a referral for cutting class. After each cut class the students will receive a referral from the teacher and consequence from the administration for *cutting class*.
- Procedures if student is Late to Class: Student attendance should be marked appropriately in School Tool. If they show up without a pass, it means that they entered the building before 8:10 AM and should have reported to homeroom/class on time.

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

**Library/Library Passes** – The library is open to students for use during lunch, study halls, learning labs, and after school. Books may be checked out for a period of two weeks. Students using the library from a study hall or lunch must have an approved [E-Hallpass](#) from the librarian – these students are limited to using the library one period a day, unless working on a school related project. After school hours are posted on the library door and change on a weekly basis dependent upon meetings and other commitments the librarian may have.

While in the Library, students must follow the set rules. Any damage done to materials will result in the student making restitution for the damage. Upon entering the library, students must show their pre-signed pass to the librarian and must sign in at the front desk (students must stay in the library for the entire period). **It is mandatory that students sign in AND out when they leave the library.**

**Lockers** – Students will be assigned hall lockers and/or physical education lockers the first day of school or as soon as possible thereafter. **Students are not allowed to share lockers or locker**

**combinations.** Students are expected to organize themselves with the expectation that they get to class on time. Any problems with lockers should be reported to the Main Office. Gym Lockers are to be used during physical education classes only. Locker rooms will be available from 8:05-8:15. Locker rooms/team rooms will be locked during the school day.

**Lost and Found** – Turn in and claim lost articles in the Main Office.

**Medical History/Physical Examination Forms**

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

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

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

**Office Telephones** – Students are not allowed out of class to use the phone. Phones may be used during study hall and/or lunch. Students must obtain a pass from their study hall teacher before asking to use the phone. **Office phones are to be used only with administrative permission.**

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

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

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

**Public Complaints** – Most often, parental complaints and concerns can be addressed simply through a telephone call or a conference with the teacher/coach, and/or school counselor. Please refer to the Chain of Command Calling Guide.

<https://www.libertyk12.org/chain-of-command-calling-guide/>

**Public Displays of Affection** – Intimate kissing and intimate forms of embracing are not allowed in school or on school grounds. Students will be warned the first time. Subsequent offenses will lead to disciplinary action.

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

**Rotating Schedule** – Liberty High School is on an A-B Day rotating schedule. The first day of school is an A-Day. The next day is a B-Day and so on. No day in the rotation is ever 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, water pistols present a danger to the safety and welfare of all students.

These items are not permitted in school. Students who bring any of these items to school will be subject to immediate disciplinary action. Physical hazards or defects in equipment should be brought to the immediate attention of the building administrators or a staff member.

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

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

### **Structured Study Halls – Students Guidelines and Expectations**

1. Students should be on time.
2. Students must be engaged in academic activities such as homework, preparing for tests/quizzes, reading, peer tutoring, extra help, etc.
3. Students should have Chromebooks and necessary books, paper, and writing materials with them.
4. Food is not allowed.
5. Study hall is an electronics red zone and students are not allowed to be on their personal electronic devices unless authorized by the study hall teacher and actively engage in academic activities.

### **Passes**

- All passes will be managed using [E-Hallpass](#) including hall passes, teacher passes, appointments (pre-signed), and student requested passes.
- Students may not miss one academic class for another academic class.
- Students must have a completed [E-Hallpass](#) in order to leave class (including homeroom), study hall, or the cafeteria for any reason.
- Only one (1) student at a time is allowed out of class or study hall to use the bathroom or get a drink.
- A student that is academically ineligible may not leave the study hall except to get help from their academic teacher (with an approved [E-Hallpass](#))
- Senior Lounge - Seniors must meet the senior lounge requirements and must report to and sign out from Study Hall.

\*Students cutting study hall will be subject to the same disciplinary action as students who cut class. Pass misuse will lead to the suspension or revocation of pass privileges. Failure to comply with study hall guidelines and expectations will result in suspension of the privilege to leave study hall or other disciplinary action.

**Textbooks** – Every student will be responsible for his/her textbooks. Textbooks are to be treated with the greatest care and should be covered at all times. Accurate records will be kept of textbooks when given to students and the condition when given. All textbooks are to be returned

at the end of the school year. If not returned, report cards, schedules, and/or diplomas will be withheld. If a student leaves school before the end of the year, the student is to leave books with the teacher who issued the textbook. A student must pay the replacement value of a textbook if it is lost or not returned.

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

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

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

## **STUDENT PRIVILEGES**

*Please note that privileges may be suspended by the administration from time to time in order to facilitate other school functions. These functions may include, but are not limited to, assemblies, senior rehearsals, class meetings, detentions, and teacher requests.*

### **Clubs and Activities**

The following clubs and activities are described in detail in the Liberty High School Activity Guide available in the Guidance Office:

1. Allusions
2. Art Club
3. Athletics
4. Color Wars
5. Community Service
6. Debate Club
7. DJ Club
8. FBLA
9. Pride Coalition (formerly GSA)
10. INTERACT
11. Liberty Performing Arts
12. MathCON

13. National Honor Society
14. National Art Honor Society
15. Photo Club
16. Science Olympiad
17. Ski Club
18. Stage Crew
19. Student Council
20. Student Liaison
21. Weight Room
22. Yearbook

**Dances** – Only students in grades 9-12 will be allowed to attend dances. If a student wishes to bring a guest from another school, prior approval must be obtained from a designated administrator. Approval to sponsor a dance must be obtained through a Class Advisor and/or the Student Council Advisor. **Final approval must be obtained from the administration and Student Council a minimum of 3 weeks before the desired date. Forms are available in the Principal's Office.** Regular school rules are in effect for each dance. Students who sponsor dances are responsible for securing the necessary building authorizations. They are also responsible for cleaning up after a dance. Dances must end no later than 10:00 PM with the exception of Homecoming and Prom.

#### **Dance Rules**

1. Students who leave the dance may not re-enter unless they have administrative approval.
2. A LHS student must accompany all guests. Guests are the responsibility of the LHS student. There is only one guest per student. The LHS student must sign the guest's name on the dance list in the Main Office and have administrative approval to bring a guest. All guests must be signed up no later than the end of period 9, two Wednesdays before the dance. All guests must be students in good standing at another high school.
3. Ticket sales and sign-up will conclude at the end of the last lunch period the day of the dance.
4. Ticket takers will check all students entering the dance on the advanced sign-up list. All students must present their student I.D. card in order to enter the dance.
5. Normal dance times will be from 7:00 PM – 10:00 PM unless otherwise designated by an administrator.
6. No students in the elementary or middle school may attend.
7. All dances are in the cafeteria unless there are extenuating circumstances.
8. Chaperones should follow the guidelines in Appendix A of the Faculty and Staff Handbook and this handbook.
9. Students should use the front main entrances only when entering or leaving the dance.
10. Students who are absent on the day of the dance, who have been in ISS on the day of the dance, or who owe detentions may not attend.

11. Students, who are out-of-school suspended on the day of the dance or whose suspension spans the dance weekend, may not attend.
12. Students are not to sit on the tables, heating units, or the partition that borders the corridor.
13. Activity sponsors must remove all decorations immediately after the dance unless an administrator grants special permission.
14. All students must follow school policies on acceptable behavior.

### **Prom**

In addition to the observance of all school rules as outlined in the Liberty High School Student Handbook and Code of Conduct, each participant in the Senior Prom must agree to the following terms and conditions:

**All students and guests will be required to show a valid form of identification prior to admittance into the Prom.** Valid forms of ID include: current school year ID or a valid government issued identification.

### **Academic**

1. Participants must be eligible to graduate with the current Senior Class.
2. Participants must not be on the Academic Ineligibility List. They must show that they are in good academic standing and/or passing all subjects required for Graduation as of the Academic Eligibility List at the beginning of May.

### **Discipline**

A participant may not attend the Prom if any or all of the following conditions exist:

1. Participant has had a Superintendent's Hearing during the current school year.
2. Participant received Out-of-School Suspension (OSS) during the current school year.
3. Participant received In-School Suspension (ISS) on three or more occasions during the current school year.

### **LHS Guests and Out-of-District Guests**

Participants may invite one guest to accompany them to the Prom. These individuals must meet the following guidelines:

1. The guest must be under 21 years of age.
2. The guest must be at least a sophomore (15 years of age).
3. Must be academically and behaviorally eligible as deemed by their home school principal.
4. The guest must sign the Prom agreement.

5. The guest must submit to Liberty High School, their valid school ID or government issued ID, at least two weeks prior to the Prom date.
6. The guest must obtain permission from their home school Principal (if applicable).
7. The guest must obtain permission from the Liberty High School Principal.

### **Prom Expectations**

The Prom is a school activity. All school rules, regulations, and district policies apply. Students must follow the directives of chaperones and other authorized personnel.

1. All bags are subject to search.
2. If students request to leave the Prom prior to 10:00 pm, a parent will be called by an Administrator, and permission to leave early is verified.

Any infractions may be dealt with in the following manner:

1. The student's parent/guardian will be called and instructed to pick the student up from the Prom if circumstances render it necessary.
2. Law enforcement authorities may be called if circumstances render it necessary.
3. Students may be subject to an OSS with a Superintendent's Hearing if circumstances render it necessary.
4. Students may be prohibited from attending or participating in any future school activities including, but not limited to, the Senior Trip and Commencement Exercises.
5. Students may not be eligible for school-generated scholarships and other awards.
6. Students may be disqualified from making traditional speeches.
7. Students must pay for any damages caused or incurred because of their actions

**Any participant disqualified from attending the Prom because of these guidelines may appeal for the privilege of attending the Prom with the Principal. The participant may make this request by scheduling an appointment to meet with the Principal with the Principal's secretary, Ms. Santillo no later than two weeks before the Prom.**

### **Senior Privileges:**

Seniors wishing to take the opportunities provided by senior privileges must follow the process and criteria below.

1. Complete Sign Out/In Application Form, have form approved by HS Administration
2. Maintain an Overall GPA = or > 75% (Quarterly Progress Reports, Report Cards)
3. Be academically eligible
4. Conduct yourself in an appropriate manner, following the Student Code of Conduct. (Disciplinary Referrals may result in loss of privilege)
5. Maintain an adequate level of Attendance.

**Senior Early Release and Late Entry** – Seniors who maintain an average of 75%, and who demonstrate good school citizenship (referral free) may, with parental and administrative

approval (form), may apply for early release to leave school after their last academic class or late entry to attend on a delayed schedule. Schedules will not be changed in order to grant this privilege. Students signing out may not loiter and may not return to the building until school is dismissed. Students who leave early are also responsible for their own transportation. Early release may be suspended if the student owes detentions. Students attending PM BOCES CTE may apply for early release only if they do not rely on school transportation. This privilege may be revoked if students fail to meet the expectations and criteria throughout the school year.

**Senior Lounge** – A senior who has a passing average of 75% or above, with no incompletes or course failures is entitled to sign out of one study hall per day (except periods 4, 5, 6, 7) to visit the senior lounge. Seniors who owe detentions or In-School Suspension will have their lounge privileges suspended until the detentions are served. When the period ends, seniors must report to their next class. The responsibility for maintaining the cleanliness of the senior lounge rests with the senior class. Failure to keep the lounge clean may result in its closing. Rules for the lounge are as follows: NO DISPLAYS OF AFFECTION/ NO SMOKING/ NO ROAMING THE HALLS/ NO DESTRUCTION OR MARKING OF FURNITURE AND FACILITIES/ NO EXCESSIVE NOISE/ NO UNDERCLASSMEN/ NO LOITERING. In addition, **all school rules apply to the lounge**. For the purpose of this section, the picnic area is considered part of the senior lounge. Rule violations will result in suspension of lounge privileges. Please note that the above-mentioned privileges will be based on the previous marking period grades. Privilege forms can be obtained from the main office. Forms will be checked and updated after each marking period.

**Extracurricular Activities** – It is an honor for students to be selected as a team member and for them to represent Liberty High School in interscholastic athletics or other school-sponsored activities. Students selected to represent our school are expected to exhibit proper behavior. Good sportsmanship from Liberty High School's student body is expected in our school and at activities in other communities. Clubs and Club activities may meet between 3:00 PM and 4:00 PM Monday through Friday. Class meetings will be held when necessary and at the request of class officers with approval of advisors and administration. Students must be in school before 3<sup>rd</sup> period begins (currently 9:45AM) in order to participate for the day.

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

Participation in these events/activities is subject to proper academic standing as delineated in the Academic Eligibility Policy.

**National Honor Society** – Sophomores, Juniors, and Seniors who maintain a 90% overall average and meet the standard for character, service, and leadership are invited to join the National Honor Society. Seniors may become eligible for membership at the end of the third marking period of the senior year by meeting NHS requirements. All members must complete

an approved school community project. Students may see either advisor with questions regarding the National Honor Society.

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

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

### **Student Parking**

Because of space limitations, parking permits will be issued on a first-come, first-served basis. Seniors will be issued parking in the top parking lots in front of LHS, oversized vehicles will be granted a spot in the LMS lot. Juniors will be issued parking in the lot on Winthrop Avenue.

#### **To obtain a parking permit;**

- Students must hold a valid NYS driver's license;
- Students must provide proof of current insurance, vehicle registration (including the make, year, model).
- Both the student and his/her parent/guardian must complete and sign the application.

### **Regulations for Student Parking**

1. There will be approximately 19-20 parking spots in the parking area in front of the High School and selected parking spots at the Middle School for oversized vehicles. The number of Middle School spots may vary year to year. There are 20 parking spots on Winthrop Avenue for Seniors/Juniors who have met all parking eligibility requirements.  
*\*\*Parking on Winthrop Avenue will be suspended during the 2025-2026 school year when construction commences until project completion\*\**
2. Stickers are for registered vehicles only. If a vehicle with a parking decal becomes inoperable or sold, the student must remove the parking decal and turn it in at the Main Office. The student must complete a new parking permit application. At that time, the student will receive a replacement sticker.
3. Students may not transfer stickers from one vehicle to another.
4. Students must assume full responsibility for vehicle contents. Student vehicles are subject to search when on school grounds.
5. Students must park in designated spaces and may not park in handicap zones, visitors' parking areas, faculty parking areas, on yellow lines, reserved areas, or on any grassy area. Violators are subject to towing at their own expense.
6. Fire lanes must be clear of vehicles at all times.

7. Students must obey all traffic rules and are not to exceed 5 MPH on school property.
8. Students may go to their cars at dismissal time only. Students may not loiter in the parking lot. Loud radios, games, and smoking are strictly prohibited.
9. Students wishing to take passengers must have the permission of their parent/guardian and the written permission of the parent of the passenger. The school district does not assume responsibility for drivers and/or passengers in cars driven by students.
10. BOCES CTE students are not permitted to drive to BOCES without permission from the BOCES CTE Principal and the Liberty High School Principal. The district provides busing to BOCES.
11. Students who have 10 unexcused tardies and/or absences per quarter will have their parking privileges suspended or revoked.
12. Students who are failing academically and/or have outstanding disciplinary obligations may also have their parking privileges suspended or revoked. Students who have 10 unexcused tardies and/or absences per quarter will have their parking privileges suspended or revoked.
13. **The school district does not assume responsibility for drivers and/or passengers in cars driven by students.**

**Any student who fails to comply with any of the regulations for parking privileges is subject to disciplinary action, including, but not limited to temporary suspension or revocation of parking privileges as determined by the administration.**

#### **Loss of Parking Privileges**

Any student who fails to comply with any of the regulations for parking privileges is subject to disciplinary action, including, but not limited to temporary suspension or revocation of parking privileges as determined by the administration.

**1st Offense:** Warning

**2nd Offense:** Lost of privileges for remind of Quarter

**3rd Offense:** Parking Pass/Privileges Revoked

#### **Student Participation/Attendance at After School Activities**

Students may not participate in afterschool activities on days that they are absent from school, out-of-school suspended, or in-school suspended on the day of the event. If there is a weekend event, the student must be in attendance and in good standing the school day before the weekend event. Students with missed detentions will not be allowed to attend until the new consequence is served. Students must be in school before 3<sup>rd</sup> period begins (currently 9:45AM) in order to participate for the day. Students who attain a Chronically Absent Student status (as per BOE policy) will be excluded from attending extracurricular events.

#### **Student Privacy Policies**

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)

### **Instructional Material**

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.

### **Purpose of Marketing**

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.

### **Personal Information**

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

## **SPECIAL INSTRUCTIONAL PROGRAMS**

**Academic Intervention Services** – The district shall provide Academic Intervention Services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts, Mathematics, Social Studies, and/or Science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills. A student’s eligibility for Academic Intervention Services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures. When it has been determined that a student needs Academic Intervention Services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided, and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student’s progress and information on ways to monitor and work with teachers to improve the student’s performance.

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

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

**Homebound Instruction** – A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher. The parent must notify the principal or guidance counselor if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child’s physician a written medical request for homebound instruction. Where advance notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin. As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the number of hours prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

**Programs for Students with Disabilities** – Students with disabilities are entitled to receive, at public expense, special education-related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment to meet their individual needs. Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district. Parents/students who desire further information on these programs and services should contact the Building Principal.

## **GUIDANCE DEPARTMENT**

Students and parents are strongly encouraged to use Guidance services. Students who wish to meet with their school counselor should see the Guidance secretary who will arrange the date and time of the appointment. Parents may arrange an appointment with guidance counselors in person or by telephone at 292-5400, ext. 2006. All students in grades 9-12 will be assigned a school counselor who will meet with each student a minimum of one time during the school year to review coursework, credits, and tests needed to meet graduation requirements. Students must work with the counselor assigned to them for all academic counseling. The school counselor is also available to assist students and families with any personal, social, or emotional issues that may arise. The counselors have an array of programs, services, and referral information available for students and families. Information shared with the counseling staff is confidential with the exception of information that indicates that someone may be in danger. All school counselors are New York State mandated reporters.

**Counselor Assignments** – The counselor assignments for the 2025-2026 school year are determined by the last name of each student and are assigned as follows:

**A – Gam:** Mrs. White      **Gan-M:** Ms. Weintraub      **N-Z:** Ms. Nikolis  
**Psychologist:** Ms. Dworetsky  
**Social Worker:** Ms. Castelonia

Refer to the [LHS Program of Studies](#) for more information on course offerings, course descriptions, grading, weighting, and special programs.

## **Graduation**

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. The Board of Education will establish the date for graduation ceremonies, while the administration will determine the place and program details, including attire. Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected from among the graduating class.

Participation in the graduation ceremony and related activities will be predicated on satisfactory completion of all graduation requirements, or as otherwise described. Exceptions may be made under extraordinary circumstances with the permission of the Superintendent of Schools. A student who has earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) by the time his/her ninth-grade cohort reaches graduation may, but is not required to, participate in that graduation ceremony and related activities.

If a student who participates in the graduation ceremony by earning a CDOS or SACC only subsequently meets the requirements for either a Regents or local high school diploma, he/she may participate in the graduation ceremony of that graduating class as well.

A student with a disability who participates in graduation ceremonies by earning only a CDOS or SACC is entitled to continue his/her educational program until the end of the school year in which the student turns 21 years old, or until he/she earns a Regents or local high school diploma.

Significant infractions of the Code of Conduct may result in disciplinary action including restriction from participating in graduation or commencement ceremonies.

### **Graduation Requirements**

For a regents diploma all students need a minimum of 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE), 2 physical education, and 3 ½ electives. In addition, each student must pass (65) 4 required Regents exams (one in each discipline: English, math, science, social studies); and successful completion of 1 pathway or a 5th Regents exam. Enhanced diplomas and distinctions (Advanced, honors, etc.) are attainable and require additional achievement/coursework/regents exams. Specific information can be found at <http://www.nysed.gov/curriculum-instruction/general-education-and-diploma-requirements>.

**Physical Education** – Every student who attends school must take part in a physical education program each semester they attend. If a student requires a special or adaptive physical education program, he/she should notify the guidance counselor and P.E. teacher as soon as possible. A note from the student’s physician may also be required. 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. 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. All missed classes must be made up.

**Retaking a Regents Exam** – Students will have an opportunity to take Regents exams in June, August, and January of each school year. Students are encouraged to retake the exam as soon as possible to meet graduation requirements. Retaking the exam after completing the course will not affect the final grade for the course. A student may retake a Regents exam to increase the student score. The transcript will reflect all scores and dates of exams.

**Student Awards and Scholarships** – Each year a number of students receive formal recognition for excellence in academic service and athletic activities. We recognize outstanding achievement by honors conferred at the end of the school year. All students regardless of race, color, creed, sex, national origin, religion, age, marital status, sexual orientation, or disability shall be eligible for all awards and scholarships given or disseminated by the Liberty Central School District.

Selection of eligible candidates for academic or other achievement awards are based on academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. We will select recipients of academic awards from a list of eligible candidates in consultation with appropriate school staff. We award scholarships to high school

graduates based on the student's academic achievement, his or her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship. A list of available scholarships can be found in the Guidance office.

**Testing Available** – The Guidance office will offer a variety of tests to assist students in identifying career interests and to meet admission requirements for college. Registration materials, practice tests, and preparation options are available in the Guidance Resource room. We offer the following tests:

- **PSAT (Pre SAT)** - offered to 11<sup>th</sup> grade students usually in October.
- **ASVAB** – offered to 12<sup>th</sup> grade students during the school year. This test will assist students in identifying different career strengths.
- **SAT I/SAT II** – offered on the national tests dates scheduled by the College Board. October, May, and June dates usually offered at Liberty HS.
- **AP (Advanced Placement)** – offered to students who complete the course. The College Board will announce AP testing dates.
- **ACT** – offered on the national test dates scheduled by the Educational Testing Service at various locations.

We offer additional career assessments to 9<sup>th</sup> grade students utilizing different resources. Please contact the Guidance office if you have any questions regarding career and college admissions testing.

### **SPECIAL PROGRAMS AND SERVICES**

**Accident Prevention and Safety Procedures** – These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

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

**Student Support Team/MTSS** – Consists of administrators, guidance personnel, teachers, school psychologist, and school nurse. The team meets on a weekly basis to discuss students identified by school personnel as having difficulty functioning within our school system. Emergencies receive immediate attention.

**Eye Safety Devices** – We provide eye safety devices for all students, instructors, and visitors engaged in or observing the use of materials or equipment that may potentially damage eyesight.