

Liverpool High School Main Building

**2025-2026
Student Handbook**



This handbook contains information about LHS policies, procedures and programs.

SCHOOL CALENDAR	3
BELL SCHEDULES	4
STUDENT BILL OF RIGHTS AND RESPONSIBILITIES	5
ANNOUNCEMENTS & ACADEMIC ADVISEMENT (AA)	6
ATTENDANCE	6
BATHROOM USAGE	10
BOMB THREATS & FALSE ALARMS	10
BUS CONDUCT	10
CELL PHONE/EARBUDS/HEADPHONES	11
CODE OF CONDUCT	12
LHS SCHEDULE CHANGE POLICY	12
DIGNITY FOR ALL STUDENTS ACT (DASA)	14
DISPLAYS OF AFFECTION	14
DRESS CODE	14
DRIVING AND PARKING PRIVILEGES	15
DRUG/ALCOHOL ABUSE	15
EMAIL ACCOUNTS	15
EXAMS AND PROMOTIONS	16
FINAL EXAMS	16
GAMBLING	16
GRADING PROCEDURES	16
GUN FREE SCHOOLS ACT OF 1994	16
HALLWAYS	16
HAZING	17
HEALTH AND SAFETY SERVICES	17
HONOR/MERIT ROLL	18
INTERNET ACCESS	18
LATE BUSES	18
LIBRARY INFORMATION	18
LOCKS AND LOCKERS	19
LOST AND FOUND	19
OFF-CAMPUS DISCIPLINE	19
PHYSICAL EDUCATION MEDICALS AND ILLNESSES	19
PHYSICAL EDUCATION/SWIMMING (PARTICIPATION)	19
PLAGIARISM POLICY	19
PTSO (PARENT TEACHER STUDENT ORGANIZATION)	20
REGENTS EXAMS	20
REPORT CARDS & PROGRESS REPORTS	21

SENIOR SKIP DAY	22
SEXUAL HARASSMENT	22
SMOKING/TOBACCO PRODUCTS/ELECTRONIC DEVICES	22
STUDENT ACTIVITIES	23
SUPERVISED STUDY CENTER	24
TITLE IX - NONDISCRIMINATION	24
DIGNITY FOR ALL STUDENTS ACT	25

SCHOOL CALENDAR

September 4	First Day of School
October 3	PLC Half Day K-12
October 13	Columbus/Indigenous Peoples Day
October 31	PLC Half Day 6-12
November 4	Supt. Conference Day
November 11	Veteran's Day
November 26-28	Thanksgiving Recess
December 10	PLC Half Day K-12
December 22-January 2	Holiday Recess
January 19	Martin Luther King Day
January 20-23	Regents Exams
January 23	PLC Half Day K-12
February 11	PLC Half Day 6-12
February 16-20	President's Day/Winter Recess
March 6	PLC Half Day K-12
March 20	Supt. Conference Day
March 30-April 3	Spring Recess
April 17	PLC Half Day 6-12
May 13	PD Half Day K-12
May 25-26	Memorial Day Weekend
June 9-10	Regents Exams
June 17-18	Regents Exams
June 19	Juneteenth Observance
June 22-25	Regents Exams
TBD	Commencement

BELL SCHEDULES

Bell Schedule

BLOCK	TIME	AC & BD	MINUTES
1	7:40-8:55	Block 1	75
	8:55-9:01		
2	9:01-10:16	Block 2	75
	10:16-10:22		
3	10:22-10:27	Homeroom	5
	10:27-10:32	Free Passing/No Pass Required	
3	10:32-11:02	Academic Advisement	30
	11:02-11:08		
4/5/6	Determined by the assigned lunch block	Blocks 4,5,6 Lunch 4 11:08-11:38 Split Class 4 11:08-11:46 Lunch 5 11:49-12:19 Split Class 6 12:21-12:58 Class 4 & 5 11:08-12:23 Lunch 6 12:28-12:58	75
	12:58-1:04		
7	1:04-2:19	Block 7	75

Half Day Bell Schedule

BLOCK	TIME	AC & BD	MINUTES
1	7:40-8:23	Block 1	43
	8:23-8:29		
2	8:29-9:12	Block 2	43
	9:12-9:18		
3		No Homeroom & AA	
4/5/6	9:18-10:01	Blocks 4,5,6	43
	10:01-10:07		
7	10:07-10:50	Block 7	43

1 Hour Delay Bell Schedule

BLOCK	TIME	AC & BD	MINUTES
1	8:40-9:40	Block 1	60
	9:40-9:46		
2	9:46-10:46	Block 2	60
	10:46-10:52		
3	10:52-11:31	Homeroom & AA	39
	11:31-11:37		
4/5/6	Determined by the assigned lunch block	Blocks 4,5,6 Lunch 4 11:37-12:07 Split Class 4 11:37-12:09 Lunch 5 12:12-12:42 Split Class 6 12:44-1:13 Class 4 & 5 11:37-12:38 Class 5 & 6 12:12-1:13 Lunch 6 12:49-1:13	61
	1:13-1:19		
7	1:19-2:19	Block 7	60

2 Hour Delay Bell Schedule

BLOCK	TIME	AC & BD	MINUTES
1	9:40-10:35	Block 1	55
	10:35-10:41		
2	10:41-11:41	Block 2 & Announcements	60
	11:41-11:47		
3		No Block 3/Academic Advisement	
4/5/6	Determined by the assigned lunch block	Blocks 4,5,6 Lunch 4 11:47-12:17 Split Class 4 11:47-12:15 Lunch 5 12:17-12:47 Split Class 6 12:47-1:17 Class 4 & 5 11:47-12:47 Class 5 & 6 12:17-1:17 Lunch 6 12:47-1:17	60
	1:17-1:23		
7	1:23-2:19	Block 7	56

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Regardless of race, sex, color, national origin, disability, creed, or sexual orientation, students have the right to:

1. the guidance of understanding teachers, counselors, and school district staff;
2. an education that offers opportunity for inquiry and development to the fullest potential;
3. constructive discipline for the development of good character, conduct, and habits;
4. security in the school community against influences detrimental to proper development;
5. an educational climate where the well-being of students is of primary concern;
6. an instructional staff that exhibits a positive role model;
7. guidance in choosing a career or college;
8. opportunities to develop and express opinions, beliefs, and values, provided such expression is not disruptive, slanderous, or insubordinate;
9. wholesome extracurricular activities;
10. health and psychological services to assist in physical, mental, and social development;
11. an appropriate education and/or remediation to serve special needs;
12. consideration as an individual within the educational environment; and
13. the opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

Students have the responsibility to:

1. grow in character and ability as they grow in age;
2. be honest with themselves and others;
3. have respect for fellow students, teachers, and all school district staff;
4. set a positive example so that others may enjoy and profit from their company;
5. perform all assignments to the best of their ability;
6. consider their education as preparation for the future;
7. obey all school rules and regulations;
8. respect public, private, and school property;
9. attend school regularly and punctually;
10. develop high moral standards and the courage to live by them;
11. strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators;
12. take full advantage of educational opportunities available at school;
13. develop opinions and values that will make them an asset to the school community; and
14. learn and practice civic responsibility.

Familial support for student achievement:

In order for students to achieve their highest potential, it is important that they have standards for their academic and social performance; but it is also important that they have strong support from their parents or guardians. For example:

Parents/guardians have a responsibility to:

1. encourage their child to attend school punctually and regularly, as required by law;
2. know and understand the rules and regulations that their child is required to observe at school;
3. strive to keep their child in good health;
4. require their child to be clean and dressed consistent with acceptable standards and the requirements of the dress code;
5. encourage their child to learn and respect the rights of others;
6. teach their child, by word and example, respect for law and authority;
7. provide guidance for their child to develop socially acceptable standards of conduct;

8. become involved in their child's school, with its teachers, programs, and activities, and to attend conferences and school functions;
9. encourage and support their child in completing homework assignments; and
10. recognize that the primary responsibility for their child's welfare and development rests with the parent.

ANNOUNCEMENTS & ACADEMIC ADVISEMENT (AA)

1. Students must be in their homeroom by the 10:22 am bell.
2. All students must remain in their homeroom for announcements, from 10:22 am - 10:27 am.
3. Students who are signed out on the AA spreadsheet may leave homeroom at 10:27am.
4. Academic Advisement begins at 10:32 am and ends at 11:02 am.
5. The purpose of Academic Advisement is to provide a time for students to accomplish academic work such as studying, reading, making up tests and class work, receiving extra help, etc. Students are expected to respect this purpose by working quietly.

ATTENDANCE

School starts at 7:40 am and ends at 2:19 pm. It is an expectation that all students are in their first block class no later than 7:40 am. If a student is absent from school, arriving late to school (tardy), or leaving early from school (early dismissal), the parent(s)/guardian(s) assume responsibility for their whereabouts. The student is to report to the Attendance Office upon returning to school after an absence where they must submit an ***electronic or written*** statement, commonly called an "excuse", from the parent(s)/guardian(s) stating (1) the student's name, (2) dates and days absent from school, and (3) the reason for absence. Written statements or "excuse" must be received within two school days. Written statements not received within two school days will require further formal documentation. This "excuse" is a legal document that is kept on file for three years and can be admitted in court as documentary evidence.

"Excused" absences, tardies, and early dismissals are the result of one of the following: personal illness, illness or death in the family, religious observance, quarantine, required court appearance, music lessons, attendance at health clinics, approved work study, approved college visits, military obligations, impassable roads, inclement weather, or other reasons as may be approved by the Superintendent of Schools. It is expected that all class work missed because of *excused* absences will be made up under the LHS Attendance Policy.

"Unexcused" absences, tardies, and early dismissals are for reasons not listed as excused absences. Examples of unexcused absences are absences because of cold weather, family vacations, missing the bus, shopping, babysitting, haircut, obtaining a learner's permit, road test, fatigue, work, or being needed at home.

In the event that a student arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

Students with less than 80% attendance are ineligible to attend extracurricular events such as the Homecoming Dance, 9th/10th Grade Semi-Formal, Junior Prom, Senior Ball, Athletic Contests, and Fine Arts Performances.

During a student's compulsory attendance years, unexcused absences are also unlawful if they occur with the knowledge and consent, stated or implied, from the parent or guardian. Students are expected to be in school each day that classes are in session and are considered **"truant"** if they are absent for an unlawful or unexcused reason. Unexcused absences are treated as instances of insubordination and may result in disciplinary action.

Students must sign in when tardy (after 7:40 am) and must sign out when leaving the building before the end of the school day (before 2:19 pm). See the Student Activities section of this Student Handbook for information on the relationship between attendance and participation in student activities.

Absence Letters

Absence Letters are sent to families from the principals as a means of communication and a collaborative effort to do what is best for the students.

Course Attendance

Student accountability for learning begins with classroom attendance. Regular classroom attendance is essential to successful academic performance and must be the first priority of our students. Attendance is taken in each class every day that the class meets. The actual number of class absences is recorded on the report card.

Any student with more than nine absences in a half-year course or 18 absences for a full-year course may not receive credit for the course. However, students with properly *excused* absences, tardiness, and early departures may make up the work and those *excused* absences, tardiness, and early departures will not count toward the minimum attendance standard.

Upon returning to school following a properly *excused* absence, tardiness, or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher.

This entails not only completing assigned homework promptly but also completing additional activities as determined and assigned by the teacher to compensate for the in-class learning activities and student participation missed during the absence.

This attendance policy establishes a minimum level of attendance or its equivalent as a course requirement.

I. Definitions

- A. Class absence – A class absence is recorded when a student is not present for a scheduled class.
- B. Attendance or its equivalent
 - Attendance is defined as presence in class for a scheduled class.
 - Attendance equivalence is the completion of participation (make-up) work in a manner acceptable to the teacher.

II. Participation

- A. Each student will be required to make up all *excused* class absences by completing assigned homework and additional activities that the teacher determines are necessary to compensate for in-class student participation and learning activities missed during an absence. Class participation work procedures will be communicated in writing to parents at the beginning of the course. By District policy, unless permitted by the building principal as a result of extenuating circumstances, *a student may not make up classes missed for unexcused reasons.*
- B. The time frame and penalties for making up missed assignments can be found on every course syllabus.

NOTE: It is expected that homework assigned by the teacher prior to the student's absence is expected to be turned in at the start of the next class attended.

III. Grades and Failure to Complete Participation Work

Since attendance and class participation are integral to learning, a student will receive no higher than 50% for a full-year course during Marking Periods 1 and 2. For a half-year course, a student will receive no higher than 50% for the first marking period in which the course falls. In those cases, the following comment will be added to the report card: "Grade is a result of student's failure to make up class participation work following absences from class."

IV. Excused Absence Make Up Options

The following options are available and acceptable as opportunities for students to make up an *excused* class absence:

- A. Make-up work is assigned by the teacher, completed by the student, and returned to the teacher.
- B. The student meets with the teacher during the Academic Advisement period.
- C. The student meets with the teacher after school.

- D. The student receives homebound instruction for long-term illnesses (a doctor's authorization is required).
- E. Other (as designated by the teacher).

Process to pick up schoolwork for extended absences:

Parent(s)/guardian(s) should call the Counseling Office at 315-453-1288. A Counseling Office secretary will request schoolwork from the student's teachers.

Parent(s)/guardian(s) are responsible for picking up school work in the Main Office of the main building. This process requires a turnaround period of at least one school day.

V. Penalties for Attendance Infractions

Students must be on time for all classes. First-period class begins at 7:40 am. All attendance-related infractions are subject to disciplinary action.

Late to school/tardy:

Disciplinary action may include verbal warnings, lunch detentions, and after-school detentions. Chronic Tardiness will lead to further disciplinary action by the building administration.

Late to Class

Students are expected to be in their classes on time. A student who is late to class will be admitted and their tardy will be documented. Disciplinary action may include verbal warnings, lunch detentions, and after-school detentions. Chronic Tardiness will lead to further disciplinary action by the building administration.

Early Dismissal

Early dismissal excuses are processed before school in the LHS Main Office. No student may leave the building without written permission from a parent or guardian for early dismissal.

Truancy

If a student is truant, the student's parents/guardians will be notified immediately. Truancy is an unauthorized absence from school, including labs or lessons, without being present for any portion of the day.

Students who leave the building without written permission from their parent or guardian will be subject to disciplinary action which may include Supervised Study. Repeat truancy will lead to further disciplinary action by the building administration.

Class Cuts

A Class Cut is the unauthorized absence from any assigned class block or academic support while having been present for a portion of the day. Class cuts will affect a student's daily course attendance. Disciplinary action may include lunch detentions, after-school detentions, and Supervised Study. Repeated class cuts will lead to further disciplinary action by the building administration.

VI. Appeals

Decisions concerning the fair and equitable application of this attendance policy may be appealed to the student's principal.

BATHROOM USAGE

Each classroom will have one pass with a lanyard for students who need to use the restroom. The pass will be color-coordinated to the nearest bathroom. Students will only be allowed to enter the restroom with a lanyard that matches the coordinating bathroom color. NOTE: the 800s will have blue and white lanyards and the 500s will have a black and orange lanyard. See the color-coordinated list below:

<u>Building Location</u>	<u>Bathroom</u>
100s/800s/Library	Blue
200s	Red
300s	Green
400s/500s	Orange
Cafeteria/PE/900s	Yellow
Gymnasium	Light Blue

Students may not congregate in bathrooms. One student is allowed in a bathroom stall at a time. Students may use the bathroom during passing time without a lanyard pass.

BOMB THREATS & FALSE ALARMS

The sounding of a false fire alarm or the delivery or call-in of a bomb threat to a school poses extreme danger to the safety and welfare of everyone. These are violations of criminal law and will result in disciplinary action.

BUS CONDUCT

In general, school buses are extensions of the classroom and, therefore, the standard of student conduct is expected to be similar in both settings. The Code of Conduct governs the behavior of both private and public school students on school buses. Aside from establishing the driver as the in-charge adult, the Code prohibits students from bringing onto a bus certain objects such as weapons, animals, large musical instruments or athletic equipment, skates, skateboards, scooters, and glass objects. A copy of the Code of Conduct is on file in the Main Office and can be found on the district website.

CELLPHONES/EARBUDS/HEADPHONES

Cell phones and/or any other internet-enabled devices are not to be used during school. Every student is assigned a personal Yondr pouch. Students must place their cell phone and/or any other internet-enabled devices in their Yondr pouches daily. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

- As students arrive to enter the building, they will:
 - Turn their phone off or place it on airplane mode.
 - Place their phone inside their pouch and secure it in front of school staff.
 - Store their pouch in their backpack for the day.
- At the end of the day, upon leaving the building, students will unlock their pouch, remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.
- Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch, refuses to follow the policy, loses their pouch, or is caught using their phone, the phone will be collected by administration and secured in the Dean's Office, and families will be notified. Repeated and/or serious violations will result in disciplinary action in accordance with the Code of Conduct, which may include discipline, a parent conference, daily phone check-in, loss of privileges, or other appropriate interventions.

- 1st violation: The device is kept in the Dean's office until the end of the day. Parents/guardians are notified.
- 2nd violation: The device is kept in the Dean's office until the end of the day. Parents/guardians are notified and required to pick up the student's device.
- 3rd and future violations: A parent will need to pick up the device from the office. In some cases, the student may need to turn in their device daily for a period of time.

Examples of damage:

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets their pouch, their phone will be collected and a Dean will call home to remind the family of the policy. The phone will be kept in a labeled locker, stored in the Dean's office, and returned to the student at dismissal. If a student consistently forgets their pouch, it is considered lost.

Students may ask to use a phone in one of the offices if the need arises. If a family member needs to make contact with their child(ren), they should call the school.

In all cases, the school/school district is **NOT** responsible for theft/damage of cell phones/electronic devices.

CODE OF CONDUCT

The Code of Conduct is adopted by the Board of Education ("Board") of the Liverpool Central School District pursuant to and in compliance with the requirements of Project SAVE and §100.2(l) of the Regulations of the Commissioner of Education.

A primary goal of the Board is to provide a safe and orderly environment for the delivery of quality educational services to its students. In order to achieve this goal, it is essential that all members of the school community behave in a manner that is consistent with accepted principles of civility, citizenship, tolerance, personal responsibility, respect for others, courtesy, honesty, and integrity.

This Code defines the Board's expectations for conduct on District property and at District functions based on these accepted principles. It also identifies the range of penalties for unacceptable conduct. Unless otherwise indicated, this Code governs the conduct of students, employees, students' parents, and other visitors on District property, at a District-sponsored function, or at a function sponsored by others that is nonetheless related to the District's educational or athletic programs. The Code of Conduct also encompasses the newly adopted Athletic/Extracurricular Regulations to which all students and parents must adhere (Policies are available in the Main Office and can be found on the District website).

LHS SCHEDULE CHANGE POLICY

A student schedule is prepared with consideration and input from teachers, parents, students, and counselors. All course offerings for the beginning of the school year must have been finalized with your counselor **prior to June 1st**. *No course selection changes can be made after this date.*

At Liverpool High School all 9th-11th grade students are only permitted to have one study hall each semester. 12th grade students are permitted to have two study halls per semester **or** may request late arrival/early dismissal as long as they meet requirements of the policy.

During the first four days of the school year ONLY the following schedule changes will be permitted:

- Computer Error
- Incorrect Course/ Level
- Replacing a study hall with an elective course, if it is available during their study hall block and seats are available in the course

Schedule change requests will not be permitted for the following reasons:

- Teacher change
- Block change
- Lunch switch
- Wanting to be with peers
- Switching a course to accommodate Early Dismissal/Late Arrival

LEVEL CHANGES

If a student needs to change the level of a course, this must be requested through the student's School Counselor within the first five (5) weeks of the school year. If a level change is requested, a form must be completed, which includes signatures from the student's teacher(s), parent/guardian, department principal, and grade-level principal. Please note that if a student's academic challenges are related to poor attendance, lack of effort, or incomplete assignments, they will not be moved to a lower-level course. If the level change is approved, the grade in the original course will be retained and factored into the average for the new course. Requests for level changes will not be considered after the 10th week of school.

STUDY HALL CHANGES

Replacing a study hall with an elective: In the event that a student would like to replace a study with an elective course, the request must be made within the first four cycle days of each semester. Any request after this timeframe will not be considered. Students may ONLY choose from electives offered during that study hall block if seats are available. Scheduled courses may not be moved to accommodate replacing a study hall with an elective.

Dropping an elective for a study hall: In the case of a fully scheduled (no study hall in schedule) student, a request to drop a course and add the allowable 1.0 study hall must be made within the first 5 weeks of the semester. We respect the fact that there may be extenuating circumstances that have to be considered on a case-by-case basis with the School Counselor and Principal as to why a student may need to make a change. Any appeals to the above policy should be directed to the Executive Principal.

DIGNITY FOR ALL STUDENTS ACT (DASA)

(See full policy on pages 25-28).

DISPLAYS OF AFFECTION

Common sense and good taste should be reason enough for refraining from any public display of affection in school corridors or elsewhere. Repeat violations will result in a parent conference with the administrator.

DRESS CODE

The District's students are expected to be appropriately groomed and dressed while on District property and at District functions. Teachers and all other District employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Visitors are also expected to be appropriately attired while on District property and at District functions. Each building principal shall inform all students and their parent(s)/guardian(s) of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year. The appropriateness of an individual's dress will depend, to some degree, on the circumstances and setting. The following Dress Code guidelines include, but are not limited to:

1. Dress and appearance, shall not endanger the health, safety, and welfare of self or others.
2. Dress and appearance may not disrupt or interfere with the educational process.
3. Extremely revealing garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back), and see-through garments are not appropriate attire for the school environment.
4. Underwear shall be completely covered with outer clothing.
5. Footwear shall be worn at all times (Footwear that is a safety hazard will not be allowed).
6. Hats, headwear, and head coverings are allowed in the halls but must be removed upon a reasonable staff request. Hoods are strictly prohibited.
7. Items of apparel that are vulgar, obscene, libelous, or denigrate others on the basis of actual and/or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, and gender are not allowed.
8. No item of apparel may promote and/or endorse the use of alcohol, tobacco, marijuana, or illegal drugs or encourage other illegal or violent activities.
9. Metal chains, jewelry, or accessories that could be used to harm others or the wearer are prohibited.

DRIVING AND PARKING PRIVILEGES

Permission to drive automobiles to school will be granted only after parent/guardian permission forms are completed and approved by an administrator. Only the licensed permit holder is allowed to drive the vehicle. The student must maintain a 70 average to hold a permit. The cost of parking permits will be determined yearly.

Students are to park in student areas only. Cars cannot take up more than one (1) space and must be parked within the marked lines on the pavement or they may be subject to towing.

Driving/Parking Violations

- First offense: Warning/discussion with Dean and/or Principal
- Second offense: Parking permit suspended for two weeks and supervised study for those without parking permits
- Third offense: Parking permit revoked permanently

DRUG/ALCOHOL ABUSE

The possession, consumption, use, or sale of drugs including alcoholic beverages or drug paraphernalia will not be allowed on school property, in school vehicles, or at school-related activities on or off campus. Violations will result in disciplinary action.

Use of alcohol-sensing devices

Student consumption of alcoholic beverages is prohibited. Student participation in any school activity, on campus or off, while under the influence of alcohol is prohibited. The use of an alcohol-sensing device to determine whether the District's prohibition against student use of alcohol in school, on school grounds, or in conjunction with participation in any school activity on or off campus has been violated is authorized by Board of Education policy 7321. Violations will result in disciplinary action.

EMAIL ACCOUNTS

All relevant aspects of Board of Education policy EGADA on Internet Access are incorporated herein by reference and will apply to the School District's student email system. Additional guidelines related to student access to an email account are established as follows:

1. Parental Approval: A parent or other person in a parental relationship (herein, "parent") will submit written consent for the establishment of an email account for each participating student. The Director of Technology will disseminate a form for that purpose. Such consent will be deemed to remain in effect for so long as a student is enrolled or until the parent withdraws it. Requests for such withdrawal will be honored promptly.
2. Educational Use: Student email accounts will be used for educational purposes directly related to the curriculum the student is studying in the

School District. Activities inappropriate to an educational environment such as, but not limited to, electronic games and personal note passing are prohibited and may result in loss of email access privileges.

3. Student Accounts: Student email access may be in the form of a project account or a personal account at the discretion of the Director of Technology. Students will complete an appropriate training experience and demonstrate a satisfactory level of competency before an email account is established.
4. School District Oversight: All student email activity will occur under the general supervision of a member of the instructional staff. The parental approval consent form will expressly provide that email activity will be monitored by the School District. Thus, there is no basis for an expectation of personal privacy regarding student e-mail use.

EXAMS AND PROMOTIONS

The student cannot pass a course by only passing the final exam, which includes Regents exams.

FINAL EXAMS

Local and Regents final exams are held in January, June, and August each year. Students will be given the dates/times of their final exams in advance and are expected to be in attendance for the exams. Students and their families should not plan vacations, sporting events, tryouts, auditions, etc. during the weeks that exams are scheduled to be administered.

GAMBLING

Gambling will result in disciplinary action.

GRADING PROCEDURES

Full-year classes: Students will not receive a grade lower than 50% for the first two marking periods regardless of their actual grade. They will receive their actual grade for marking periods 3 and 4.

Semester classes: Students will not receive a grade lower than 50% for the first marking period and will receive their actual grade for the second marking period.

GUN FREE SCHOOLS ACT OF 1994

Federal law requires the expulsion of a student for a period of not less than one year for possessing firearms in school or on any school property. A copy of the policy is on file in the Main Office and can be found on the District website.

HALLWAYS

During class periods, students are expected to be in their designated locations. Students are to remain seated in their classroom until the bell rings at the end of the

block. Students who are in the hallway without a pass will be addressed by staff. Students are expected to arrive at class on time.

Passing time is 6 minutes. During passing time, students are expected to move directly to their next scheduled location. Students may not congregate in hallways throughout the building.

HAZING

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Such activities may include but are not limited to the following: use of alcohol/drugs; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities and cutting/shaving/dying hair. Violation will result in disciplinary action.

HEALTH AND SAFETY SERVICES

The Health Office (LHS) is in room 612. NYS Education Law and the Liverpool Central School District require physical examinations for those students who are entering the school district for the first time and students entering the 10th grade. Working papers may be obtained in the Health Office. Students must have a current physical on file and complete the necessary paperwork. Written directions from a physician for the administration of a medication must be on file in the Health Office and must be renewed each school year. Parents must provide a written request asking the nurse to administer medications to their child. Medications must be in the original container and indicate the dosage(s) needed to be dispensed during school. The parent or parent-designated adult must deliver the medication to the school nurse and pick up any unused medication.

If a student is not to participate in physical education because of medical reasons, a doctor’s excuse is required and must be given to the physical education teacher. Temporary excuses for illness or injury not authorized by a doctor are handled through the Physical Education Department.

Students who come to the Health Office must have a signed pass from their teacher.

If a student becomes ill during the school day, arrangements to go home **MUST** be made through the Health Office. Cell phone calls are prohibited.

Sports physicals are valid for one year from the date they are issued. This physical must include a health history completed by a parent or guardian. The physician’s report should include blood pressure, height, weight, and vision.

HONOR/MERIT ROLL

Students who earn a quarterly grade of 89.5%+ will be placed on the Honor Roll and students who earn a quarterly grade of 84.5% to 89.4% will be placed on the Merit Roll.

INTERNET ACCESS

Users of the school district's computer network shall be responsible for their own behavior and shall comply with all appropriate standards of conduct. Users of the school district's computer equipment shall have no expectation of privacy. The school district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to establish and maintain an assurance that such equipment is not being used inappropriately.

The School District respects and supports the right of parents and guardians to participate in decisions related to their child's access to the Internet. All student access to the Internet will take place under the direct supervision of a responsible member of the School District's instructional staff.

LATE BUSES

Students are expected to ride home from school at the regular dismissal times and on their assigned buses only. When after-school activities or extra help dictates that a student stays beyond the regular dismissal, they must obtain a Late Bus Pass from the teacher that they stayed with after school to board the late bus. Late buses are available on Mondays, Tuesdays, and Thursdays at 3:30 pm.

LIBRARY INFORMATION

Library Hours

The daily hours are 7:20 AM - 2:30 PM

Contact Information

Norm Bagley nbagley@liverpool.k12.ny.us

Kate Walsh kwash@liverpool.k12.ny.us

Student Expectations

Our facilities, resources, and computers are to be used by students engaged in productive academic work. If you do not have any work to do, you are expected to study or read quietly. Students must follow all library, school, and district policies while in the library. In addition, all students must enroll in their respective Library Google Classroom for the entire year to receive important notifications, resources, and assignments.

LOCKS AND LOCKERS

Lockers are the exclusive property of the school and like textbooks, are loaned to students during the school year. The school retains the right to inspect lockers, therefore, students should have no expectation of privacy. If you lose or forget your combination you may go to the Counseling Center for assistance.

LOST AND FOUND

The Lost and Found is located in the Main Office of LHS.

OFF-CAMPUS DISCIPLINE

Conduct that occurs off school grounds may still be the basis for disciplinary action when such conduct may endanger the safety, morals, health, or welfare of the student or interfere with the proper operation and conduct of the school.

PHYSICAL EDUCATION MEDICALS AND ILLNESSES

Students who are excluded from activity for more than one week must have a Limited Activity Form completed by a physician. All medical excuses should be seen first by the physical education teacher for processing. The Limited Activity Form is available in the Health Office.

- Requests for a single-period medical should be addressed directly with the physical education teacher.
- Passes to the school nurses will be obtained from the physical education teacher.
- Medical absences extending more than two PE classes will require a weekly written assignment to be completed, on time, for the student to receive physical education credit

PHYSICAL EDUCATION/SWIMMING (PARTICIPATION)

Purpose: To communicate to the student (and their family) who chooses not to participate consistently in swimming class the consequences of their actions.

Expectations: Every student is expected to be prepared in appropriate swimming attire. A tee shirt may be worn over a bathing suit. Every student is expected to participate in the activity or activities designated by the teacher.

Consequences: When a student is not prepared for swimming, they will be asked to sit on the pool balcony. When a student does not prepare for swimming and refuses to go in the pool, or does not participate in the teacher's designated activity, they will receive a zero grade for that day's participation.

PLAGIARISM POLICY

Academic integrity is an essential component of education and therefore plagiarism is a serious violation. Doing academic work requires that the work you turn in is your own, representing your thinking and demonstrating your

understanding. An assignment that is completed using other sources (i.e. AI/ChatGPT, Google, databases, your friends, other online or print sources, etc.) is not considered your own original work and is a form of plagiarism.

While some assignments may indeed require the use of sources, failing to properly credit/cite those sources and/or passing others' ideas/work off as your own, is also considered plagiarism.

Students plagiarize when they:

- Copy material and/or ideas from other sources (i.e. AI/ChatGPT, Google, databases, your friends, other online or print sources, etc.) and purposefully present them as their own.
- Purposefully present someone else's argument or idea without proper citation/acknowledging whose idea it is.
- Take or copy work (homework, lab report, essay, math calculations, project, etc.) from another student, person, or outside source.
- Turn in work without any evidence of research or creative process or that is inconsistent with the student's previous work

To avoid plagiarism students must:

- Complete all assignments on their own; demonstrate their knowledge and understanding by following the directions of each assignment and abiding by the plagiarism policy at all times.
- Credit any authorized outside sources by following the appropriate citation guidelines; Use quotation marks and parenthetical documentation when using, quoting, or paraphrasing someone else's words or ideas.

If unsure about correct citation guidelines, see your instructor, one of the Library Media Specialists, the [LHS library website](#), or consult reputable online resources such as [Owl at Purdue](#) for help.

Plagiarism Consequences/Penalties:

- A ZERO will be given for the plagiarized assignment.
- Families and the school counselor will be notified.
- Students may be required to complete additional work demonstrating their understanding of the role plagiarism plays in violating academic integrity.
- Repeat offenses of plagiarism and/or academic dishonesty will result in further disciplinary action.

PTSO (PARENT TEACHER STUDENT ORGANIZATION)

The PTSO partners with Liverpool High School to support student and staff initiatives. The goal of PTSO is to serve as a conduit between the school and the community as a whole. We encourage students, parents, and staff to get involved

with the PTSO. We welcome your energy, talents, and connections to better support Liverpool High School.

REGENTS EXAMS

Important Notification to 9-12 Students and Families From the New York State Education Department and the Liverpool School District Concerning cell phone possession during Regents exams.

Students enrolled in a Regents course are required to take the corresponding Regents exam as scheduled by NYSED. Students enrolled in Algebra II WS and/or AP Physics have the option of whether or not to take the corresponding Regents exam as scheduled by NYSED.

*Algebra I WS is required as it is a graduation requirement.

The New York State Education Department (NYSED) has enacted a new testing security policy. This policy mandates that students cannot bring a cell phone, electronic tablet, or any other electronic or communication device with them into a Regents test room. Such devices include but are not limited to:

- Cell phones, Blackberry devices, and other PDAs
- iPods, Smart Watches, MP3 players, iPads, tablets and other eReaders
- Headphones, headsets, or in-ear headphones such as earbuds

NYSED mandates severe consequences to students for having their cell phones “on or near” them during Regents exams. There are no warnings for students who violate this state policy as students are reminded numerous times before the start of their exam that electronic devices are prohibited. If a staff member observes a student with one of these devices during the Regents exam time frame in the student’s possession in the test room, during a restroom break, or as the student is leaving the test room, the student’s Regents exam will be invalidated.

This means that the student will need to retake the exam during the next Regents testing period. Not all Regents exams are offered in August or January and a student might need to wait until the following June for the opportunity to retake an exam.

The building-specific policy regarding cell phones and other electronic devices during Regents Examinations will be communicated to students prior to each exam administration. Students are expected to follow all instructions provided at that time.

REPORT CARDS & PROGRESS REPORTS

Liverpool High School employs a ten-week marking period with report cards issued four times during the school year. Numerical grades are used on report cards and for permanent records of students’ grades. Progress reports are issued to all students at the midpoint of each marking period.

Approximate Dates of Progress Reports and Report Cards

Progress Report #1	October 10, 2025
Report Card #1	November 14, 2025
Progress Report # 2	December 19, 2025
Report Card #2	January 30, 2026
Progress Report #3	March 13, 2026
Report Card #3	April 24, 2026
Progress Report #4	May 22, 2026
Report Card #4	June 26, 2026

SENIOR SKIP DAY

Senior Skip Day is NOT recognized or sanctioned by the District and thus constitutes an illegal, unexcused absence. Participation in Senior Skip Day may result in disciplinary action.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. Sexual harassment prevents students from learning and from enjoying school. Sexual harassment will not be tolerated at LHS and will be dealt with fairly and promptly. A copy of the policy is on file in the Main Office and can be found on the District website.

SMOKING/TOBACCO PRODUCTS/ELECTRONIC DEVICES

New York State Law prohibits smoking on school property. Smoking and possession of tobacco products/E-Cigarettes/Vaping Equipment by Liverpool High School students is not permitted. Smoking is defined here to include the use, possession, or sale of tobacco products/E-Cigarettes. Smoking is prohibited for all students in and on school property and during all school district-related activities. Tobacco products include but are not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, and/or tobacco substitutes/E-Cigarettes.

Penalties for Smoking/Tobacco Products/Electronic Cigarettes

- 1st Offense: Out of School Suspension – 3 days
- 2nd Offense: Out of School Suspension – 5 days with a Principal’s Hearing
- 3rd Offense: Out of School Suspension – 5 days with a Superintendent’s Hearing

The penalties previously described are intended to provide a smoke-free environment for everyone at Liverpool High School. We understand that tobacco products/E-Cigarettes are addictive and urge any student who uses tobacco products/E-Cigarettes to seek help in quitting.

STUDENT ACTIVITIES/CLUBS

APISA, Art, Becca's Closet, Bookmark, Casting Hall Play, Ceramics, Chemistry, Chess, Computer, Crafting, Craftsman, D & D, DECA, Disc Golf, eSports, FAME, Fellowship of Christian Athletes, Film, French Club, Freshman Class, Global Exchange Club, Gay/Straight Alliance, HOSA, I am Norm Aktion, Junior Class, Key Club, Kindness Club, Know Your Neighbor, Latin Legion of Liverpool, LHS Musical, Literary and Art Magazine, Liverpool Clay Warriors, Magic the Gathering, Math Honor Society, Math League, Mock Trial, Model UN Club, MSA, National Art Honor Society, National Honor Society, National Science Honor Society, NOW CAN, Photography, Robotics, Rock Climbing, SADD, SAPA, Science Olympiad, Senior Class, Ski & Snowboard Club, Société Honoraire de Francaise, Sophomore Class, Spanish Club, Student Ambassadors, Student Wide Student Council, TSA, Theatre Arts Club, Tri-M Music Honor Society, UMOJA/Step Squad, UNICEF Unite, Varsity Club, YEA, Yearbook

EXTRACURRICULAR ACTIVITIES

A Cappella Choir, Jazz Ensemble, Marching Band, Stage Band, Winterguard, Winter Percussion Ensemble, Marching Drum Line, Brass Ensemble, Vocal Jazz

CO-CURRICULAR ACTIVITIES

Performing Arts, The Lifeguard (LHS newspaper)

INTERSCHOLASTIC ACTIVITIES

Fall: Cross Country, Field Hockey, Soccer, Swimming & Diving, Tennis, Volleyball, Cheerleading, Football, Golf, Gymnastics

Winter: Basketball, Bowling, Cheerleading, Freshman Volleyball, Ice Hockey, Indoor Track, Swimming & Diving, Wrestling

Spring: Crew, Golf, Lacrosse, Softball, Outdoor Track, Baseball, Tennis, Flag Football

Student Activities Eligibility

Every student participating in an interscholastic/extracurricular/co-curricular activity is required to sign an Activity Eligibility Code that is essentially a statement of their commitment to the District's Attendance, Academic Eligibility, and Conduct Codes. Violations of the Conduct Code or failure to maintain academic eligibility standards will result in penalties from restrictions on participation to suspension from an activity.

Attendance Eligibility

A student who is absent for more than 50% of a school day must have the permission of a principal to participate in an activity on that day. Students absent on a Friday may participate in a Saturday activity. Students suspended either in or out of school will not be allowed to participate in an activity during their suspension period.

Conduct Eligibility

For a period of one year from the signing of an Activity Eligibility Code, a student is expected to abide by the Code of Conduct as a requirement of their participation in an activity. A complete copy of the District's Code of Conduct is available in the Main Office of each school.

Academic Eligibility

A student is eligible to participate in school-sponsored co-curricular student activities if the student has an average of 70% or more. Satisfaction of these requirements shall be determined as follows:

Fall Activities - The fourth quarter marking period will be used to determine eligibility (summer school grades may be used during the appeal process only). For activities that continue throughout the year, the second quarter report card average will be used to determine continued eligibility. The last day for Fall appeals is the 2nd Friday in September.

Winter Activities - The first quarter marking period will be used to determine eligibility. The last day for Winter appeals is one week after the first quarter report cards are issued.

Spring Activities - The second quarter marking period will be used to determine eligibility. The last day for Spring appeals is March 1st.

Appeal Process

A committee to review appeals related to denials of eligibility will be created for each case. Interscholastic activity appeals should be directed to the Director of Athletics. Other activity appeals should be directed to the grade-level administrators.

SUPERVISED STUDY CENTER

The State Education Law provides for the temporary suspension of students for a period of up to five days. As an alternative to out-of-school suspension, the Supervised Study Program is offered when considered appropriate by the administrator.

TITLE IX - NONDISCRIMINATION

Liverpool Central School District affirms its intent not to discriminate based on sex or handicap in the educational programs or the activities that it operates, and it is required by the Title IX Act of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 to not discriminate in such a manner. This policy of nondiscrimination includes the following areas with the exclusions provided by law: counseling services for students, access by students to educational programs, course offerings, and student activities.

The Executive Directors of Elementary and Secondary Education are the coordinators of activities relating to compliance. They will provide information, including complaint procedures, to anyone who feels that the District or its officials may have violated his or her rights.

LIVERPOOL CENTRAL SCHOOL DISTRICT Superintendent's Regulation

STUDENTS

7550R

DIGNITY FOR ALL STUDENTS ACT

The Liverpool Central School District is committed to creating a learning environment that is safe and supportive of every student. The District, therefore, condemns and prohibits all forms of harassment, bullying, and/or discrimination of students on school property, at school-sponsored activities and events that take place at locations off school property. Any individual who engages in such conduct will be subject to corrective action and/or disciplinary measures in accordance with applicable laws and/ or regulations, District policies and administrative regulations, and collective bargaining agreements, as well as the District Code of Conduct and any applicable guidelines approved by the Board. In addition, any act of harassment, bullying, and/or discrimination which takes place off of school property or outside of school-sponsored events, and which can reasonably be expected to materially and substantially disrupt the education process, may be subject to corrective action and/or discipline.

Definitions

For purposes of this regulation and Policy #7550, the following definitions shall apply:

- 1) Sexual orientation means actual or perceived heterosexuality, homosexuality, or bisexuality;
- 2) Gender means actual or perceived sex and shall include a person's gender identity or expression;
- 3) Discrimination means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex;
- 4) Harassment and bullying mean the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that:

- a. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or
 - b. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
 - c. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
 - d. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property. Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For this definition, the terms threats, intimidation, or abuse shall include verbal and nonverbal actions.
- 5) Cyberbullying means harassment or bullying where such harassment or bullying occurs through any form of electronic communication.
- 6) Material Incident of Harassment, Bullying, and/or Discrimination means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying, and/or discrimination by a student and/or employee on school property or at a school function. In addition, such terms shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, where such incident or incidents: create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property; and is or are the subject of a written or oral complaint to the Superintendent, Principal, or their designee, or other school employee. Such conduct shall include but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Reports and Investigations of Harassment, Bullying, and/or Discrimination

All reports of harassment, bullying, and/or discrimination will be documented and investigated. The Principal, Superintendent, or the Principal's or Superintendent's designee will lead and/or supervise the thorough investigation of all reports of harassment, bullying, and/or discrimination, and ensure that such investigations are completed promptly after receipt of such reports. Where appropriate, the Dignity Act Coordinator or such other individual conducting the investigation may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remedying complaints of harassment, bullying, and/or discrimination.

In the event any such investigation reveals harassment, bullying, and/or discrimination, the District will take prompt action reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying, and/or discrimination was directed. Such actions will be taken consistent with applicable laws and regulations, codes of conduct, District policies and administrative regulations, and collective bargaining agreements, as well as any relevant guidelines approved by the Board.

Reporting of Incidents

The Principal of each primary and secondary school will provide the Superintendent with a regular report (at least once during each school year) on data and trends related to harassment, bullying, and/or discrimination.

Each year, the District will submit to the Commissioner an annual report of material incidents of harassment, bullying, and/or discrimination, by Education Law Section 15. Such a report will be submitted in a manner prescribed by the Commissioner, on or before the Basic Educational Data System (BEDS) reporting deadline or such other date as determined by the Commissioner.

The District will include in its annual report all material incidents of discrimination and/or harassment that:

- 1) Are the result of the investigation of a written or oral complaint made to the Principal or other school administrator responsible for school discipline, or to any other school employee; or
- 2) Are otherwise directly observed by such Principal or administrator, or by any other employee regardless of whether a complaint is made.

Such report will include information describing the specific nature of the incident, including, but not limited to:

- 1) The type(s) of bias involved (actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, sex, or other). Where multiple types of bias are involved, they will all be reported;
- 2) Whether the incident resulted from student and/or employee conduct;
- 3) Whether the incident involved physical contact and/or verbal threats, intimidation, or abuse; and
- 4) The location where the incident occurred (on school property and/or at a school function).

Refer also to Regulations:

#3420R – Non-Discrimination and Anti-Harassment in the School District
#3420F – Sample Complaint Form
District Code of Conduct
August 2025