

West Side School

2022.2023

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Fax 516.692.4845 ♦ www.csh.k12.ny.us

MAIN OFFICE

Stephanie Bento, *Senior Office Assistant*

Eileen Breaton, *Office Assistant*

HEALTH OFFICE

516.692.7950 ♦ Fax 516.692.7951

Diana Marlow, *Registered Nurse*

COLD SPRING HARBOR DISTRICT ADMINISTRATION

Jill Gierasch, *Superintendent of Schools*

Christine Costa, *Assistant Superintendent for Business*

Genevieve LaGattuta, *Assistant Superintendent for Curriculum and Instruction*

Mona Hecht, *Assistant Superintendent for Student Services and Human Resources*

Michael Bongino, *Director of Interscholastic Athletics, Physical Education and Health*

Mr. Joseph Monastero, *Executive Director of Instructional and Administrative Technology*

Kerin Moser, *Director of Humanities (ELA and Social Studies)*

BOARD OF EDUCATION

Amelia Brogan, *President*, Janice Elkin, *Vice President*

Tara Belfi, Mark Freidberg, Julie Starrett, Tami Stark, Heather Morante Young, *Trustees*

This agenda book belongs to:

Name: _____

Grade: _____ Teacher: _____

I have read and discussed the material in this handbook with my child.

Parent Signature: _____

I have read and discussed the material in this handbook with my parents.

Student Signature: _____

GENERAL INFORMATION

West Side School

2022-2023 Faculty

Grade 2	Ms. Maureen Ryan Ms. Diane Santoro	Science	Ms. Julia Glass
Grade 3	Ms. Kathryn Dopico Ms. Ashley Thompson	Library	Ms. Erica Fraiberg
Grade 4	Ms. Sharon Manning Ms. Stephanie Scanlon	Art	Ms. Andria McLaughlin
Grade 5	Ms. Melissa Dudek Ms. Kerry Markin	Music/Chorus Orchestra Band	Ms. Leah Martin Ms. Heather Daniels Mr. Phil Gray
Grade 6	Mr. William Arloff Ms. Jessica Piña <i>TBD</i>	Physical Education	Mr. Steven Forbes Mr. Joe Toscano
Health	Mr. Steven Forbes	Speech/Language	Ms. Maria Rodriquez
Reading Teacher	Ms. Nicole Unger	Psychologist	Ms. Deanna Latham
AIS	Ms. Lisa Wolf Ms. Mai Kobavashi Ms. Robin Lewis-Lombardi	Support Services	Ms. Michelle Byrne Ms. Karen Schoenberg Ms. Bridget Burns
FLES	Ms. Sandra Rivadeneyra	Teacher Assistant	Ms. Margaret Diehl
Aides	Ms. Kimberly Dussol Ms. Nancy Fastuca Ms. Sheila Ruhl Ms. Cynthia Cooke Ms. Doris Sposato	Technology	Ms. Margaret Diehl
Kitchen	Ms. Lori Farriella Ms. Mary Lou LaCamera	Tech. Lab Assistant	Ms. Audrey Balzano
		Custodians	Mr. Matthew Burke Mr. Brian Wojcik
		Security	Mr. John Trotter Mr. Frank Post Mr. Charlie Zanni

MORNING ARRIVAL

The school day begins at 8:50 a.m. When students arrive, they report to the gymnasium. The day begins with the Pledge of Allegiance and a brief school-wide assembly at which time students hear important announcements.

LATENESS

It is important that all students arrive to school on time every day. Students who arrive after 8:50 a.m. begin their day feeling rushed. Please make every effort to ensure that your child begins his/her day on a positive note!

Students are considered to be tardy when they arrive after 8:50a.m.

ABSENCES

It is the responsibility of the parent or guardian to notify the school when a child will be absent from school. Parents are asked to email the school at wsattendance@csh.k12.ny.us to notify the school of an absence, and call the school nurse between 8:30 and 9:00 a.m. on the day of the absence. When it is known in advance that your child will be absent due to essential family business, please notify the child's teacher before the date of the absence and send an email to wsattendance@csh.k12.ny.us.

Written notification to the school after an absence is required by New York State Law. The date of absence and reason must be indicated and the note must be signed by the child's parent or guardian. The note should be given to the classroom teacher the day the child returns to school.

Parents requesting make-up work and/or homework assignments for absent children should make the request early in the day – prior to 10:00 a.m. The material may be picked up after dismissal or sent home with a sibling or friend. **Work/assignments will not be given to students going on vacations.** Additionally, if a child is absent from school due to illness, he/she may not attend after school activities.

VISITOR INFORMATION

All visitors, including parents, must sign in at the security desk located in the Stewart Lane entrance. Parents are always welcome but should make an appointment if they wish to see a faculty/staff member. Visitors are not permitted to go directly to the classrooms. They will be directed by our security officer to the appropriate area

AFTERNOON DISMISSAL (Dismissal from school begins at 3:05 p.m.)

To ensure that dismissal is orderly and safe for all children, dismissal plans should be as consistent as possible. Any changes in dismissal plans must be emailed to wsattendance@csh.k12.ny.us **before noon**. If an emergency occurs after noon requiring a change to dismissal, please call the school and follow up with an email to one of our office assistants as we must have these changes in writing. If a weekly change is necessary, (e.g. the child will be a pick-up on a certain day each week) one email should be sent in for the school year. Dismissal changes should be made only when absolutely necessary, as they can disrupt the school day. **For safety reasons, dismissal changes during the school day for play dates cannot be accommodated.** If a change is absolutely necessary for reasons such as child care, an email should be sent to school in the morning. Please understand that mid-day dismissal changes can only be accommodated in emergency situations, as they require that classroom instruction is interrupted to inform the child.

Parents do not need to send emails regarding dismissal from the After-School program, as all teachers are provided with a list of registered students. An email must be sent, however, if your child will be picked up by someone other than his/her parent.

When picking up your child from school by car, please remember to display your nameplates when picking up your child. This will help the efficiency of our dismissal process. **Parents waiting on the pick-up line are asked to turn their engines off until the line begins to move.** Children will enter cars in front of the building entrance, and should **enter on the passenger side only**. Every effort is made to keep the line moving and we kindly request that you remain patient.

All buses are boarded at the Laurel Hollow Road bus circle. Students being picked up by their parents (Stewart Lane entrance) must wait in the cafeteria until they are released to their cars by staff members. Because the pick-up line is very long, **we recommend that students ride the bus** home as often as possible.

BUS TRANSPORTATION

Students are expected to behave in a safe and respectful manner while waiting at the bus stop and when riding on the school bus. **Children are to be seated at all times when the bus is in motion.** The driver will report any misconduct to the principal. Repeated misconduct may cause the student to lose his/her bus-riding privileges. Parties of any sort are not permitted.

Parents should note that the drivers have been instructed to pick up and drop off children only at scheduled stops. If we receive a note from a parent requesting a bus change for reasons such as child care, a bus pass will be issued to the student in the morning. Bus and bus stop changes should be requested only when absolutely necessary, as they are a source of confusion for children.

Questions or concerns about bus transportation should be directed to **Jean Luna** at the **District Transportation Office at 631.367.5920.**

EARLY RELEASE

If a child will need to leave school early for an appointment that could not be scheduled after school hours, an email should be sent to wsattendance@csh.k12.ny.us in to school in the morning. A parent, or designated adult, must come to the security desk to sign the child out of school. This procedure is designed for the safety and protection of all children. **Students will not be sent to the security desk until the parent or guardian has arrived as it helps to maximize instructional time.**

Whenever possible, parents should schedule appointments for their child during non-school hours to avoid interrupting his/her school day.

If a child is released early from school due to illness, s/he may not participate in after school activities. Any child returning to school should report to the school nurse before re-entering class or attending a program.

PARKING RULES

All parents and visitors are asked to park in the parking lot at the Stewart Lane entrance. As indicated by the curb (painted yellow), there is no parking at anytime in the circle. During the school day, students move through the circle going to and from the field. These areas also need to be kept clear for arrival and dismissal. Please note that during drop off in the morning, students must exit the car on the sidewalk side of the drop-off circle on the Stewart Lane entrance.

During school-wide events (plays, concerts, etc.), the school fields will be made available for additional parking.






LUNCH PROGRAM

It is the policy of the Cold Spring Harbor Central School District to view the school lunch program as a continuation of its comprehensive health education program. Formal nutrition education taught in the classrooms is reinforced by healthy choices and nutritious foods throughout the school day.

The cost of school lunch is \$3.00 which can be paid in cash on a daily basis or prepaid to each student's individual account by cash, check or online through (www.myschoolbucks.com). It is recommended that students use prepaid accounts to avoid the morning scramble for cash, and having to bring money to school. Please be aware that NutriKids assesses a flat fee of \$1.95 per transaction. Included in the single \$1.95 fee is the ability to deposit up to \$120 on EACH family member's account. Amounts over \$120.00 per student will be charged \$1.95 for each additional \$120.00. (The fee goes directly to NutriKids and not to the school District.) To avoid the service fee, you can send a check directly to school, either by mail or with your child. Please include your child's name and ID number. Checks should be made payable to **Cold Spring Harbor Lunch Fund**. A menu will be posted on the school website each month.

How to enroll: Go to www.myschoolbucks.com and register for your free account. Next, add your student using his or her school name and student ID. Finally, make a payment to your student's account with your credit/debit card or electronic check. If you have any questions, please visit www.myschoolbucks.com and click Help or call MySchoolBucks Customer Support at 1.855.832.5226.





So that all children enjoy a relaxing lunchtime, **Cafeteria Rules** are:

-  We will use indoor voices.
-  We will stop talking as soon as an adult begins addressing the group.
-  We will demonstrate respect to everyone.
-  We will listen to directions and line up when asked.
-  We will clean up after ourselves.

RECESS

Recess is an important part of the children's day as it provides them with an opportunity for socialization and outdoor activity. Our expectation is that all students will participate in outdoor recess. Appropriate outerwear, including gloves and hats during the winter months, should be worn to school. When the weather is not suitable for outdoor play, children will remain indoors for recess. School aides provide general supervision on the field and playground.

So that all children can enjoy a safe and fun-filled recess, playground and recess **rules are:**

-  We will respect our classmates and our school environment.
-  We will get adult permission to leave the playground/field/gym/classroom.
-  We will not eat food outside the cafeteria.
-  We will line up when the whistle sounds.

NUTRITION POLICY

For children who choose to celebrate their birthdays in school, **non-food celebrations**, such as songs, games, book sharing and/or classroom activities **are strongly encouraged**.

In an effort to promote good health and nutrition, there is a District policy that outlines procedures to follow when food is brought into the classroom for distribution. This policy specifies that parents will be notified prior to an event or celebration when food will be served.

If you are planning to provide food for an event, it is advised that you contact the teacher one week prior to the event to allow adequate time for parent notification. Parents will be notified prior to an event or celebration when food is served. On the day of distribution, a **copy of the ingredients** must accompany the food. A healthy choice, such as fresh fruit or cut vegetables, is strongly encouraged.

Additionally, candy, soda, and food containing artificial sweeteners cannot be distributed at any time, including all holiday celebrations (including Halloween and Valentine's Day).

STUDENT DRESS CODE

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. Hats, clothing and attire which bears expression and insignia which is obscene or libelous, which advocates racial or religious prejudice, or is disruptive, are forbidden. *Adoption date: June 13, 2000*





At West Side School, students may not wear short-shorts or flip flops (rubber beach shoes). Hats or baseball caps may not be worn during the school day. Midriiffs must be covered at all times.

TELEPHONE USE

Students are not permitted to use cell phones during the school day. All telephone calls to a child's home **must** be placed from the health office or the main office by a staff member. Scheduling play dates must be done outside of school hours.

ELECTRONICS/TECHNOLOGY

As a school community, it is our responsibility to find the balance between supporting the skills and tools our students need, and protecting the privacy, rights, and safety of all individuals. As such, it is essential that we share our current expectations with you about the use of mobile devices in school:

-  **Cell phones and/or other electronic devices must be kept in students' backpacks during the school day (8:45 a.m. 3:20 p.m.) and must be turned off. They may not be used.** They are to be visible only if a teacher will be supervising their use for instructional purposes.
-  Internet access is only permitted when supervised by an adult. As always, students must adhere to our Internet Acceptable Use Policy.
-  No unauthorized taking of photos or video is permitted.
-  Please refer to the CSH Code of Conduct on pages to follow for information on cyberbullying.

Finally, please note that according to the Cold Spring Harbor Board of Education Policy 5662, the District “does not assume responsibility or liability for loss by theft or otherwise of personal property brought to school or to off-campus school-sponsored events by students (including, but not limited to field trips and competitions).”

LOST AND FOUND

Articles of clothing that are found on school grounds are placed in a container in the cafeteria. It is important that you encourage your child to check for any lost articles of clothing as soon as they are discovered to be missing. Small items are taken to the main office and remain there until claimed. **Please label lunch boxes, school bags and other belongings.** Unclaimed items are donated at the end of the school year.

MEDICAL INFORMATION

Students in third and fifth grades, as well as students new to the District, are required by New York State to have a complete physical examination and dental certificate within 90 days of the new school year.

Third and fifth grade students are required to have screening tests of hearing. Students in grades three, and five are required to have vision tests for both near and far vision performed annually. In addition, New York State Education Law requires that all girls in grade five receive a yearly screening for scoliosis (curvature of the spine). All sixth graders who are eleven must receive a Tdap booster before returning to school in September. Parents are specifically requested to report to the school nurse all cases of communicable diseases.

When it is necessary for a student to take medicine during school hours, the nurse may cooperate with the family physician and the parents if the following requirements are met:

- a. Medicine(s) must be retained in their original container by the nurse in the school Health Office
- b. A written note from the physician stating the name of the medicine, the dosage, and the time(s) to be given
- c. Written permission from the parent to administer the medicine to the child

Teachers are **not** permitted to hold or administer medication to students, and students are prohibited from carrying medication or administering it to themselves.

ACCIDENTS

Any accidents occurring during school hours are immediately reported to the school nurse. First aid assistance is given, and if circumstances warrant, the parent is contacted. When warranted, reports on accidents are filed at the District’s Central Office.

EMERGENCY INFORMATION

Updated emergency information is essential for communication. It is important that the home, cell phone, and work telephone numbers are current. The district requires parents and guardians update contact information online (for themselves and emergency contacts) on the Parent Portal. This verification will occur twice a year so we always have the most current information for our students. Upon logging into the portal you will be required to verify the contact information in our system before you can access any other information. Changes can be made in between these verification periods by contacting the Main Office at your child’s school.

PARENT/TEACHER COMMUNICATION

Appointments

Parents are urged to contact their child’s teacher at any time during the school year to discuss a concern or a problem brought to their attention. Meetings may be arranged at any time by sending a note or email to the teacher.

Messages

It is usually impossible for teachers to receive a telephone call during the school day. Parents who have a concern of an immediate nature should leave their telephone number with Ms. Bento or Ms. Breaton and the teacher will return the call as soon as possible.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled during the school year. These conferences provide parents with an opportunity to review their child’s performance in all areas of instruction as well as his/her growth in other areas of school life. Please refer to the District calendar for the conference dates.

Sign-up forms and information regarding parent-teacher conferences will be sent home by the classroom teacher. As in the past, we will make every effort to accommodate working parents’ schedules.

REPORT CARDS

Progress reports are issued three times each year. All progress reports will be available on the Parent Portal which can be accessed via the District's website under the "For Parents" tab.

NYS ASSESSMENTS

Tests developed by the New York State Education Department are administered to students in grades 3 through 6 to evaluate performance in English Language Arts and Mathematics. Students in grade 4 will also take the NYS Science exam.

STUDENT RECORDS

The Federal Family Education Rights and Privacy Act gives parents of students (and students who are 18 years or older) the right to inspect and review any directly-related official school records. This may include—but not be limited to—grades, scores on standardized achievement, intelligence or aptitude tests, teacher observation reports, and health data. The school may not release information without the written consent of the parent, to any outside individual, agency, or organization, except as provided by law. Parents wishing to review their child's records should contact the principal.





FIELD TRIPS

Field trips are intended to be age appropriate, enjoyable and to have educational value. Class parents are a great help to teachers in the planning and organizing of trips throughout the year. Each classroom teacher will keep parents informed of upcoming class or grade level trips.

Parent Chaperones

The role of a field trip chaperone is one that teachers and students appreciate and need. The purpose of asking parents to serve as chaperones on school field trips is to provide supervision necessary to ensure student safety and provide the appropriate number of responsible adults who have an interest or expertise in the area of study the trip supports.

The following guidelines will help you function more effectively in your role:

-  Confidentiality is of the highest concern. Observations of children made on trips are to be kept private. Discussions about specific students or their behaviors with anyone other than the classroom teacher are inappropriate and unacceptable.
-  If you are responsible for a group of children and the teacher is not in the vicinity, parent chaperones should refer any problem behaviors to the teacher as soon as possible. It is not the responsibility of a parent chaperone to take disciplinary action.
-  Because field trips are social in nature, parents are invited to interact with children about the topic the trip represents. Socialization with other adults (teachers and other parents) should be kept to a minimum.
-  The rules that apply to children must apply to everyone on the trip.

SCHOOL CLOSINGS

Should hazardous conditions necessitate the closing or delayed opening of school, an automated telephone message will be sent out from District office. If you would like to be contacted on your cell phone, please call the main office. This information will also be available on News 12 and the Cold Spring Harbor Website.

Please review with your child what to do, or where to go, in the event of an emergency closing during school hours. Arrangements should be in place so that your child knows where to go in the event of an early dismissal. Back-up arrangements should also be planned.

When school is closed because of bad weather, extra-curricular activities and meetings held at the school are cancelled.

SCHOOL IMPROVEMENT TEAM

The School Improvement Team is an elected committee of parents, teachers and non-instructional school personnel who are organized to identify ways in which the school can be improved. It is also the responsibility of the team to determine how changes can be implemented to bring about improvements and to monitor the process of growth and change. Meetings are scheduled on a monthly basis (as indicated in the District calendar) and observers are invited to attend.

SELLING ITEMS IN SCHOOL

Selling items for personal gain is not permitted. This includes (but is not limited to) gum, candy, clothing, and soliciting for outside organizations. Additionally, all fundraising efforts must go through the PTG or Student Council. Additional information on Board of Education Policies can be found on our District website.

CODE OF CONDUCT

INTRODUCTION:

Students need to be supported and engaged in school in order to promote strong character and appropriate conduct. It is also essential that students are able to take age-appropriate responsibility for their own behavior.

Student engagement is developed when students are provided with multiple opportunities to participate in a wide range of positive social activities while interacting with caring, supportive adults. This helps to ensure that students are better able to:

- recognize and manage emotions
- develop caring and concern for others
- establish positive relationships
- make responsible decisions
- handle challenging situations constructively and ethically

Student discipline and support policies and practices will be implemented in a manner which is caring and equitable, respectful and based on trust among administration, staff, students, and families and holds all individuals accountable. This will help students:

- learn from their mistakes
- understand why their behavior was unacceptable
- acknowledge the harm they caused or the negative impact of their actions
- understand what they could have done differently
- take responsibility for their actions
- learn pro-social strategies and skills to use in the future
- understand that further consequences and/ or interventions will be implemented if their unacceptable behavior persists
- 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.

The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged
- helping students develop self-discipline and social and emotional growth
- guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible developmentally appropriate, graduated consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly, keeping in mind the goal is not to penalize, but to teach students there are consequences to actions and choices.

STUDENT 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 actual or perceived race, size, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability
2. To be respected as an individual and treated fairly and with dignity by other students and school staff
3. To express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner
4. Present their version of the relevant events to school personnel authorized to impose a consequence
5. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel
6. To be provided with clear expectations regarding:
 - a) Course objectives and requirements
 - b) Grading criteria and procedures
 - c) Assignment requirements and deadlines
 - d) School and classroom rules and expectations regarding behavior

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. Help make school a community free of violence, intimidation, bullying, harassments, and discrimination
3. Be familiar with and abide by district policies, rules and regulations dealing with student conduct
4. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner
7. Use a polite tone of voice and appropriate body language, listening when others are speaking to you
8. To be truthful when speaking with school officials regarding Code of Conduct violations
9. Respect personal space
10. Work to develop mechanisms to manage their emotions and reactions and resolve conflict with others
11. Ask questions when they do not understand

12. Seek help in solving problems
13. Dress appropriately for school and school functions
14. Accept responsibility for their actions
15. 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

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process
2. Not include revealing and/or see-through garments
3. Ensure that underwear is completely covered with outer clothing
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed
5. Not include the wearing of hats in the classroom except for a medical or religious purpose
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
7. Not promote and/or endorse the use of alcohol, tobacco, e-cigarettes/vaping or illegal drugs and/or encourage other illegal or violent activities

Students who violate the student dress code shall 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.

Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

PROHIBITED STUDENT CONDUCT

Students may be subject to disciplinary action, up to and including, suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of this type of behavior include, but are not limited to:

1. Running or otherwise unsafe behavior in hallways
2. Making unreasonable noise
3. Using language or gestures that are profane, lewd, vulgar or abusive
4. Obstructing vehicular or pedestrian traffic
5. Engaging in any willful act which disrupts the normal operation of the school community
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy (Policy 4526)

B. Engage in conduct that deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of behavior include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating belligerence or disrespect
2. Lateness for, missing or leaving school without permission
3. Skipping detention

C. Engage in conduct that prevents others from being able to learn, focus, or be engaged in their work. This behavior is considered disruptive.

Examples of this type of behavior include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students
2. Inappropriate public sexual contact
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, music or video players, cameras, in a manner that is in violation of district or building policy

D. Engage in conduct that is violent. Examples of this type of behavior include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, spitting and scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function
3. Displaying what appears to be a weapon
4. Threatening to use any weapon
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson
6. Intentionally damaging or destroying school district property

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such behavior include, but are not limited to:

1. Attempting to engage in or perform an act of violence noted in Section D
2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury
3. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them
5. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability as a basis for treating another in a negative manner

6. Harassment, which includes persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment (or Bullying) is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition)
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm
8. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror (See policy 0115 for a more complete definition)
9. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition)
10. Selling, using or possessing obscene material
11. Using vulgar or abusive language, cursing or swearing
12. Possessing, consuming, selling, distributing or exchanging cigarette, cigar, pipe, electronic cigarette; or other related device, or chewing or smokeless tobacco
13. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs", which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption
14. Inappropriately using or sharing prescription and over-the-counter drugs
15. Gambling
16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner
17. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher

F. Engage in misbehaviors prohibited by sections A-E of this section while on a school bus. All students must remain seated, keep objects and body parts inside the bus, obey the directions from the bus driver or monitor. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misbehavior. Examples of academic misbehavior include, but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

H. Engage in off-campus misbehavior that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Such misbehavior includes, but is not limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention)

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text). (a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention)
2. Threatening or harassing students or school personnel over the phone or other electronic medium

Consequences

Students who are found to have demonstrated inappropriate behavior may be subject to the following interventions and consequences, either alone or in combination. The school personnel identified after each consequence listed below are authorized to assign that consequence, consistent with the student's right to due process.

1. Oral warning, teacher/student conference, parent contact, in-class time out, brief time out of class, loss of classroom privileges – any member of the staff
2. Written notification to parent – coaches, guidance counselors, teachers, Principal, Superintendent
3. Detention – teachers, building administration, Principal, Superintendent
4. Suspension from transportation – Director of Transportation, Principal, Superintendent
5. Suspension from athletic participation – coaches, Athletic Director, building administration, Principal, Superintendent
6. Suspension from social or extracurricular activities – faculty advisor, building administration, Principal, Superintendent
7. Suspension of other privileges – building administration, Principal, Superintendent
8. In-school suspension – Principal, Superintendent
9. Removal from classroom by teacher – teachers, Principal
10. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
11. Long-term (more than five days) suspension from school – Superintendent, Board
12. Permanent suspension from school – Superintendent, Board

Procedures

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged inappropriate behavior and must investigate, to the extent necessary, the facts surrounding the alleged misbehavior. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence.

Students who are to be given consequences other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

1. Detention
2. Suspension from School/Transportation
3. Suspension from athletic participation, extra-curricular activities and other privileges
4. In-school Suspension
5. The student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the consequence involved
6. Teacher Disciplinary Removal of Disruptive Students
7. Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent, disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others
8. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent/Principals
9. When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student
 - a. Short term (five days or less) Suspension from School

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others.

The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

CORPORAL PUNISHMENT

The Board of Education prohibits the corporal punishment of any student by any teacher or other employee of the Cold Spring Harbor School District. Any infraction or violation of this policy shall immediately be reported to the Building Principal and to the Superintendent of Schools, who shall notify the Board.

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A. if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

Before searching a student or the student's belongings, the authorized school official should question the student as to whether he or she possesses physical evidence that they violated the law or the district code, request that the student voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Treatment of Cell Phones

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

SEXUAL HARASSMENT

The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. Complaints should be made to the building principal or one of the Title IX coordinators at 631-367-5900.

STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events.

Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited and may be subject to disciplinary consequences.

<i>STUDENT RIGHTS AND RESPONSIBILITIES</i>	
RIGHTS	RESPONSIBILITIES
I have the right to be happy and to be treated with respect in school. This means that no one will laugh at me or hurt my feelings.	I have the responsibility to treat others with respect. This means that I will not laugh at others, tease others, or try to hurt the feelings of others.
I have the right to be myself in school. This means that no one will treat me unfairly because of my racial/ethnic background, my religious beliefs, my gender, my physical condition, or my learning ability.	I have the responsibility to respect others as individuals and not to treat others unfairly because of their racial/ethnic background, their religious beliefs, their gender, their physical condition, or their learning ability.
I have the right to enjoy the efforts and considerations of my teachers and other members of the school staff. This means that caring people will help me learn to the best of my ability.	I have the responsibility to help maintain my attention, participation and effort in the classroom, and show all staff members cooperation and respect.
I have the right to hear and be heard in school. This means that I will be free to express my feelings and opinions in a constructive way without being interrupted or punished.	I have the responsibility to help maintain a calm and quiet atmosphere in school. This means that I will not yell, make loud noises, scream, shout or otherwise disturb others.
I have the right to learn about myself and others in school. This means that I will be free to express my feelings and opinions in a constructive way without being interrupted or punished.	I have the responsibility to learn about myself and others in school. This means that I will not interrupt or threaten others who express their feelings and opinions.
I have the right to learn self-control in school. This means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.	I have the responsibility to learn self-control in school. This means that I will strive to exercise my rights without denying the same rights of others; and I will expect to be corrected when I do abuse the rights of others, as they shall be corrected if my rights are abused.

DIGNITY FOR ALL STUDENTS ACT

The intent of the Dignity for All Students Act (DASA) is to provide all public school students with an environment free from harassment, bullying (including cyber bullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate. If you have questions or concerns please contact our Dignity Act Coordinators: Ms. Deanna Latham (School Psychologist) or West Side School Principal.



Cold Spring Harbor Central School District **PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE**

The Cold Spring Harbor Central School District provides a computer network and Internet resources for student use. This document is intended to provide a basic familiarity of the concepts contained in the Computer Network Acceptable Use Board Policy and the Code of Conduct as it relates to the use of technology. The complete documents may be found on the District website and in each school. For the purposes of this document, District technology shall be defined as any District-owned electronic device which is used for computing, communicating, or recording. This may include, but is not limited to, computers, servers, scanners, printers, routers, switches, iPods, cameras, and phones.

All students will have access to Internet information resources through classrooms, library, or school computer labs. Parents may specifically request that their children's Internet and/or email access be withheld by notifying the District in writing. Forms are available on the District website and in each building.

*The District computer network has not been established as a public access service or a public forum. The District will make all decisions as to the suitability of online materials and has the right to place restrictions on the material accessed or posted through the District technology. **Students are responsible for their actions and activities involving District technology.***

Proper Use

Students may use District technology for class, extracurricular, college and career development, and other high-quality educational activities. Games and non-school-related activities are not permitted at any time.

Students must not use District technology for commercial purposes including offering, providing, or purchasing products or services.

District technology must not be used for political lobbying; however, students may communicate with elected representatives to express opinions on political issues.

Anonymous messages may not be sent or posted at any time using District technology.

Inappropriate Materials/Language

District technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates violence or discrimination towards other people (hate literature) may not be accessed. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member.

Language that is obscene, profane, sexual, rude, inflammatory, threatening or disrespectful may not be used at any time.

The District's computer network and Internet resources are considered a limited forum, similar to the school newspaper; therefore, the District may restrict student speech for valid educational reasons.

Confidentiality

Students who use the District's technology must not expect – and the District does not guarantee – privacy for any use. The District reserves the right to access and view any material that is created and accessible through the District's technology.

Personal Safety

Personal contact information about oneself or other people must not be posted. This includes, but is not limited to, last names, telephone numbers, school or work addresses, and pictures. Email account passwords must not be shared.

Any inappropriate messages received must be immediately reported to a staff member. Students should never meet with someone they have met online without their parent's approval.

Email

At the elementary level, each class may have one account that is managed and supervised by the classroom teacher. Secondary students may be provided with individual email accounts for classroom or extracurricular activities at the request of the teacher and with the written approval of their parent/guardian. Each student and his/her parent must sign an account agreement prior to being granted an individual email account.

Illegal Activities

Neither District nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws.

Software, music, videos, and most other electronic media are protected by copyright laws. Therefore, downloading, creating, storing or distributing unauthorized copies of this media is prohibited.

Respecting Others

Students should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable.

Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the permission of the sender.

Copying, changing, reading, or using another person's files without that person's prior permission is not acceptable. Plagiarism, which is taking the ideas or writings of others and presenting them as if they were your own, is not permitted.

Network Security

The following actions are prohibited:

- Damaging District technology in any way
- Installing software to District technology, including any downloads, games, hacking tools, music sharing or video sharing applications or others or attempting to run such software from a personal device such as a thumb/flash drive or any other media/device
- Disclosing passwords to another person
- Attempting to find security problems, as this effort may be construed as an attempt to gain illegal access to the network
- Attempting to gain unauthorized access to files stored on computers or network servers
- Using District technology to post materials or establish email accounts unless required and authorized as part of a curriculum project
- Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or any other means

Students are expected to take reasonable precautions to prevent others from using their accounts as they may be held responsible for these actions. Students must immediately notify a staff member if a security problem is identified.

Due Process

In the event that a student has violated the *Computer Network Acceptable Use Board Policy* and/or *Code of Conduct* as it relates to technology, he/she will be advised of the suspected violation and will be given an opportunity to present an explanation. Violation may result in the suspension of computer privileges and/or other disciplinary action consistent with the District's Code of Conduct. The District will fully cooperate with local, state and federal officials in any investigation related to any illegal activities conducted through District technology.

Limitation of District Liability

The Cold Spring Harbor Central School District makes no guarantee that the functions or services provided by or through District technology will be error-free or without defect. The District will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on District technology and will not be responsible for financial obligations arising through its unauthorized use.

Liability of Users

Users are responsible for any financial costs, liabilities, or damages incurred by the District as a result of improper use of District technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

By signing the "Commitment to Cold Spring Harbor Central School District's *Proper and Acceptable Student Technology Use Document*," users acknowledge receipt and understanding of this document and will abide by its contents.