

# LLOYD HARBOR SCHOOL

**2024-2025**

7 School Lane - Huntington, New York 11743 - (631) 367-8800  
Fax (631) 421-4229 - Web Site: csh.k12.ny.us

**MAIN OFFICE**

Carissa Shanahan, *Principal*  
Kevin O'Rourke, *Asst. to the Principal*  
Kathleen Boyle, Monera Ahmedy, *Office Assistants*

**HEALTH OFFICE**

Christine Perez, *Nurse* - (631) 367-8850

**ATTENDANCE DESK**

(631) 367-8848

**TRANSPORTATION**

(631) 367-5920 *CSH Office*  
(631) 425-9665 *Huntington Coach Office*

**COLD SPRING HARBOR DISTRICT ADMINISTRATION**

Joseph Monastero, *Superintendent of Schools*  
Christine S. Costa, *Assistant Superintendent for Business*  
Genevieve LaGattuta, *Assistant Superintendent for Curriculum and Instruction*  
Dr. Candice Brodie, *Assistant Superintendent for Human Resources*  
Dr. Nicole Schimpf, *Executive Director of Special Education*  
Dr. Reanna Fulton, *Executive Director of Instructional & Administrative Technology*  
Anthony Clements, *Director of Facilities*  
Michael Bongino, *Director of Athletics, Health, and Physical Education*  
Megan Gieser, *Director of Humanities (ELA and Social Studies)*  
Brian Taylor, *Director of STEM (Math and Science)*  
Christine Oswald, *K-12 Art Coordinator/ James Guarini, K-12 Music Coordinator*  
Kristen Wilkens, *World Languages Coordinator*

**BOARD OF EDUCATION**

Alex Whelehan - President, Heather Morante Young - Vice President  
Mark Attalienti, Kate DelliCarpini, Lisa Smith,  
Bruce Sullivan, William Wollman

This agenda belongs to:

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# GENERAL INFORMATION



## MORNING ARRIVAL

**The school instructional day begins at 8:50 A.M.** with our buses scheduled to arrive at approximately 8:40 A.M. Students should proceed to their classrooms when they enter the school building. There are no teachers on duty prior to 8:30 A.M. Therefore, if your child is a walker or is driven by car to school, please make sure that he/she does not arrive until 8:30 A.M. This policy will insure adequate supervision of all children.

## LATENESS

**Students arriving after 8:50 A.M. are considered late.** The back circle doors will be locked at 8:50 A.M. and latecomers will need to enter through the main entrance and report to the Nurse's Office for sign-in. Latenesses are entered into the computer and will appear on the report card.

## ABSENCES

**It is the responsibility of the parent or guardian to notify the school when a child is ill or will be absent from school.** Parents are requested to call or email the attendance desk (631-367-8848) between 8:30 A.M. and 9:30 A.M. on the day of the absence. If a call/email is not received, you will be contacted by school personnel. When it is known in advance that a child will be absent due to family business, please notify the child's teacher before the date of absence.

**Written notification to the school is required by New York State Law.** However, a note is only required for absences reported by phone. (If you emailed regarding the absence, this will suffice.)

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.

## AFTERNOON DISMISSAL

Parents picking up their children at the 3:05 P.M. dismissal are requested to wait in their cars at the entrance of the side traffic circle. Please do not wait or park in the parking lot, on School Lane, or in the front traffic circle. For your safety and the safety of the children, please follow the directions of our staff, who are directing traffic.

## BUS TRANSPORTATION

Safety is a major concern of bus riding. 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 administration. Repeated misconduct will cause the student to lose his/her bus privilege. Only 1 friend will be allowed to go home with another student on the bus.

Parents should note that the drivers have been instructed to pick up and drop off children only at scheduled stops. If there is a situation that requires a child to ride get off the assigned bus at a different stop, he/she is required to have a written note from the parent. Questions or concerns about bus transportation should be directed to the District Transportation Office (367-5920).

## DISMISSAL CHANGES

To ensure that dismissal is orderly and safe for all children, **dismissal plans should be as consistent as possible.** Dismissal changes should be made only when absolutely necessary, as they are a source of confusion for children. If a change is necessary, it must be entered into our online form entitled "OPEROO". The form opens at 3:00PM for the following day (3PM Tuesday for Wednesday dismissal changes) and closes each morning at 9:30AM.

We respectfully request that you avoid making last-minute changes by calling the office. While we will certainly honor your request in an **emergency**, please know that mid-day changes result in interruptions to the classroom and distress for children. If a **true emergency** arises during the day and your child's dismissal plan needs to be changed, you should make a **phone call to the office** (followed up by an email). Also, these changes must be communicated by **2:30PM.**

## EARLY PICK-UP/DISMISSAL

Parents should come to the Security Desk or send a note with their child to the classroom teacher, if there is any reason that a student needs to leave school early. Parents, or a designated adult, must sign the student out when leaving before dismissal. This procedure is designed for the safety and protection of our children. NOTE: *A child who is an early pick up must be picked up by 2:30PM from the office. After that time, he/she will be picked up at the back circle at dismissal – 3:05PM. 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, he/she may not participate in after school activities. If a child is returned to school before the end of the day, he/she should report to the greeter desk and sign back in before re-entering class. All early pick-ups are entered into the computer.

## VISITOR INFORMATION

All visitors, including parents, must sign in at the reception desk located outside the main office. 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 greeter to the appropriate area. In an emergency, parents may drop off forgotten items that students need (musical instruments, pick up notes, sneakers, books and lunches) at the reception area. These items will be sent to the student's classroom.

## PARKING RULES

The Lloyd Harbor Police Department will ticket illegally parked cars around Lloyd Harbor School. In addition, the fire department has voiced serious concern regarding cars parked in the front circle as they prohibit the entry of fire vehicles during emergencies. In response, we reviewed our procedures and created new practices to address these safety concerns. Thank you for your cooperation.

Please adhere to the following practices:

- Do not park in any area that is marked "No Parking".

- Parking is prohibited on both sides of School Lane.

- Parking is prohibited in the front circle, with the exception of the short-term (10 minute) parking spaces provided (marked in white).

- During AM/PM bus times and fire drills, cars may not enter or exit the front circle.

- If you are picking up your child from the front office and the short-term parking spaces are taken, you must park in the side parking lot.

- All short-term visitors must park in the designated spaces in the side parking lot (Visitor's Parking).

- All long term visitors must park in the back parking lot behind the school.

- Parking is prohibited in the back circle.

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

School lunch can be paid for in cash on a daily basis or prepaid to each student's individual account by cash, check or online through ([www.myschoolbucks.com](http://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. 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.

So that all children enjoy a relaxing lunchtime, cafeteria rules are:

- We will speak in indoor voices.*

- We will demonstrate respect to everyone in the cafeteria.*

- We will stop talking as soon as an adult begins using the microphone.*

- We will clean up after ourselves.*

- We will cooperate by listening to directions and lining up when asked.*

- We will have a written pass from a teacher to leave the lunchroom.*

## RECESS

Recess is an important part of the children's day. It provides them with an opportunity for socialization and healthful activity in the fresh air. Our expectation is that all students in attendance will participate in outdoor recess. Parents therefore should use discretion in selecting appropriate outerwear. School monitors provide general supervision on the field and playground. When the weather is severely inclement, all children will remain indoors for recess.

So that you may help reinforce appropriate recess behavior with your child, recess rules are:

- We will move quietly through the halls to outdoor recess.*

- We will get adult permission to leave the playground/field/classroom.*

- We will respect our classmates and our school environment.*

- We will not eat food outside the cafeteria.*

- We will line up when the whistle sounds.*

## NUTRITION POLICY/BIRTHDAYS IN SCHOOL

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

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. On the day of distribution, a **copy of the ingredients** must accompany the food. Healthy choices are always preferred. Candy, soda, and food containing artificial sweeteners cannot be distributed at any time, including all holiday celebrations (such as Halloween and Valentine's Day).

## MEDICAL INFORMATION

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

Third and fifth grade students are required to have screening tests of hearing. Students in grades second, third, and fifth are required to have vision tests performed annually by the school nurse. In addition, New York State Education Law requires that all students in grades five and six receive a yearly school 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/health assistant may cooperate with the family physician and the parents if the following requirements are met:

The medicine(s) must be retained in their original container by the nurse in the school Health Office.

There must be a written note from the physician stating the name of the medicine, the dosage, and the time(s) to be given.

There must be 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 completed by the nurse and filed at the District's Central Office.

## EMERGENCY CONTACT INFORMATION

Updated emergency information is essential for communication in the event of illness or accident. It is important that the home, cell, and work telephone numbers are current. All emergency contact information is housed in eschool (our Student Management System). Parents should ensure that it is current.

## PARENT/TEACHER COMMUNICATION

### Emails/Phone Calls

Teacher email addresses and web pages are available on the district website. Please note that teachers are not checking their email while they are teaching and the turn-around time is 24-48 hours. Therefore, **when the concern is of an immediate or sensitive nature, parents should leave their telephone number with the secretaries in the main office 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.

## REPORT CARDS

Report Cards are issued three times each year in all elementary grades. Report Cards will be available on the Parent Portal. If you need to request a printed copy, please contact the Main Office.

## 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.

## 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, is forbidden.

At Lloyd Harbor, students may not wear short-shorts, flip flops (rubber beach shoes) or slippers. Sneakers are the preferred choice of footwear. Hats or baseball caps may not be worn during the school day, except for medical or religious purposes. Midriffs must be covered at all times and strapless tops are discouraged. We appreciate the continued support from parents and students.

## TELEPHONE USE

Students are not allowed to use cell phones during the school day. They should be **off and away**. Any emergency telephone calls **must** be placed from the main office.

## 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.

## 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:

**Smart Watches, Cell phones, iPods/iTouches, video games and other electronic devices must be kept in students' backpacks** during the school day and **may not be used** unless a teacher will be supervising their use for instructional purposes. Electronics should be **OFF AND AWAY**.

Internet access is only permitted when supervised by an adult. **As always, students must adhere to our Proper and Acceptable Student Technology Use** document.

If a student needs to call home, he/she should ask permission to use the phone in the main office. **Students are not allowed to use cell phones/smart watches during the school day.**

No **unauthorized** taking of **photos or video/audio** recordings is permitted at any time during the school year. This includes posting to the Internet. This includes times when students are at a school event or on the bus.

Please refer to the CSH Code of Conduct (on pages to follow) for information on cyber bullying.

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

Parents should affix their **child's name** to **lunch boxes, school bags, coats and other belongings**. Articles of clothing that are found on school grounds are placed in a container in the cafeteria. The *Lost & Found* box will be emptied at the end of each month. It is important that you encourage your child to check there for any lost articles of clothing as soon as possible. Small items are taken to the main office and remain there until claimed.

## SCHOOL CLOSINGS/DELAYED OPENINGS

Should hazardous conditions necessitate the closing or delayed opening of school, an automated telephone message will be sent out from District office. This information will also be available on the Cold Spring Harbor Website and News 12.

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 (morning and afternoon) and meetings held at the school are cancelled. In the event that we have a delayed opening, all before-school activities are cancelled for that morning.

## 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.

## 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 twofold:

- to provide supervision necessary to ensure student safety

- to provide the appropriate number of responsible adults who have an interest 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 to people 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 will refer any problem behaviors to the teacher as soon as possible. It is not the responsibility of parent chaperones to take any 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 apply to everyone on the trip.

**Please note:** There are some field trips where teachers will not be in the same vicinity as your group. When this type of field trip is planned, further instructions by the teachers will be provided to you.





## *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.

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# SCHOOL DISTRICT POLICIES

**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; and
- 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; and
- 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; and
- 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 consequences.
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; and
  - 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**

### **5300.25 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 must:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Not include garments which are extremely brief, see-through, or which expose portions of the body customarily covered by undergarments.
3. Ensure that undergarments are covered by outer clothing (visible waistbands and straps are not violations).
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Athletic footwear is required for all physical education/athletic activities.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not cover the student's face to the extent the student is not identifiable, except for a medical or religious purpose.
7. Not include items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco, e-cigarette/vaping, controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or to discipline them for doing so.

Each Building Principal or designee is responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Enforcement of this dress code must be approached with careful consideration and sensitivity, with the goal of supporting students in reaching their full potential, not shaming or criminalizing them, and to minimize loss of instructional time. Any conversation with a student regarding his/her attire should not occur within hearing of other students, and should be conducted in such a manner that the student is not subjected to embarrassment or humiliation. Students whose appearance violates the student dress code are 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 will 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 will 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 transportation
3. Suspension from athletic participation, extra-curricular activities and other privileges
4. In-school Suspension

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.

5. Teacher Disciplinary Removal of Disruptive Students
6. Suspension from School

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.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

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.

#### **TRESPASSING**

A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

#### **STUDENT CONDUCT ON SCHOOL BUSES**

The Board of Education believes it is crucial for students to behave appropriately while riding on District buses, to ensure their safety, that of other passengers, and the fewest possible distractions for bus drivers.

Some students are eligible for District transportation. While the law requires the District to furnish transportation for such students, it does not relieve parent(s) or guardian(s) of the responsibility for supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only after a child boards the bus does he/she become the responsibility of the District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

Since the school bus may be regarded as an extension of the classroom, children 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. It is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

If a child does not conduct himself/herself properly on a bus, such instances shall be brought to the attention of the Superintendent by the bus driver.

Children who become a serious disciplinary problem may have their riding privileges suspended by a principal or Superintendent. The Business office is to be notified in writing of each instance of a student's having his/her privileges suspended for a period of five days or fewer. If it is recommended that the period of suspension of riding privileges is to exceed five days, prior approval of the Superintendent must first be obtained. The Business office will keep the Superintendent informed of all suspensions. During such periods of suspension, the parent(s) or guardian(s) of the children involved will be responsible for seeing that their child gets to and from school safely.

#### **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.

# STUDENT RIGHTS AND RESPONSIBILITIES

Please see the Code of Conduct for Rules and Expectations.

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 un-fairly 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 no one will yell, make loud noises, shout or otherwise disturb me.	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.
I have the right to expect that all these will be mine in all circumstances as long as I am exercising my full responsibilities.	I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.
I have the right to have rules and expectations explained to me at the beginning of each year to remind me of my rights and responsibilities.	I have the responsibility to be aware of and follow the rules and expectations of the school and district.

## 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: Dr. Murn (School Psychologist) or Ms. Shanahan (Principal).

