

# *Cold Spring Harbor Junior-Senior High School*

## *Celebrating 50 Years of Excellence 1962-2012*

82 Turkey Lane • Cold Spring Harbor • New York 11724-1799  
(631) 367-6840 - Guidance (631) 367-6900 – High School  
(631) 367-6800 – Junior High School  
[www.csh.k12.ny.us](http://www.csh.k12.ny.us)

February 6, 2012

Dear Students, Parents and Guardians,

You have many choices to consider as we begin to prepare for the 2012-2013 school year, and our new Program of Study Guide is designed to help you with them. The most appropriate academic plans are made when teachers, counselors, students and parents all collaborate to consider the directions that can help you achieve your goals for the future. Please familiarize yourself with the Questions & Answers below before you start the process of course selection for next year:

**Q: When and how does scheduling begin for the 2012-2013 school year?**

**A:** By February 10<sup>th</sup>, you will be notified via the all-call notification system that the updated **Program of Study Guide for 2012-2013** is available on the parent portal and on our website. This document will be available only in digital format in order to continue our building-wide “Go Green” initiative. In addition, by that date you will also be able to access on the parent portal a listing of recommended courses for next year that has been prepared by your child’s current subject area teachers.

**Q: What schedule planning tools are contained in the Program of Study Guide?**

**A:** You will find **Program Planning Sheets** contained in the first few pages of the Program of Study Guide, with a page designated for the grade of your child next year. (These planning documents will also be made available to you as an online attachment to this letter and on the portal). This document will be used by both you and your child to create a draft schedule of courses that must be signed by a parent or guardian and returned with the student to their guidance counselor during the individual scheduling meetings that will take place between mid-February/late March. If you wish, you may also either e-mail or fax a copy of the completed Program Planning Sheet to the counselor.

**Q: What about teacher course recommendations?**

**A:** We ask that you consult the Program of Study Guide and **carefully review the prerequisites and content for each course either recommended by the subject area teacher for next year or is of particular interest to your child.** Teacher recommendations for next year’s coursework are the result of many months of getting to know your child in class. Our instructional staff devotes a substantial amount of time and planning in making these recommendations, and we strongly urge that you place a great deal of confidence in their judgment.

**Q: What if my son/daughter would like to take a course that differs from the teacher recommendation?**

**A:** Should you feel strongly about taking a course not recommended by the current instructor, we ask that you first e-mail or speak with the instructor for a more in-depth understanding of the specific reasons behind the recommendation.

**Q: What happens if we still feel strongly about taking a non-recommended “stretch” course?**

**A:** If, after contacting the current teacher, you feel that your child would still like to make “the stretch” to a higher level course, then you will indicate the preferred course on the planning sheet and we will make every effort to honor that request, as we have eliminated the petition process. We encourage students to challenge themselves academically and believe that such decisions are best made after careful consideration as a family.

**Q: What does “best chance for success” mean?**

**A:** When a department lists a preferred student grade or average from previous classes/exams in order to take a course, they are doing so based on their history of student success in the department. Parents and students should use this information as a valuable guideline before determining whether or not to make the “stretch” in a particular course.

**Q: May a student “stretch” request include skipping a course prerequisite?**

**A:** The answer to that is No. There are a number of courses in the Guide, especially in Math and Science, that require the use of skills or a familiarity with concepts and equations that were previously taught in other courses.

**Q: If a student elects to take a “stretch” course, is there a guaranteed spot in another course if he/she needs to move to another level?**

**A:** Once the master schedule is set, it is often very difficult to amend your child’s schedule without making major changes in their other courses as well. That is why we advise you to have conversations with the recommending teacher and guidance counselor in making your course selections, especially in “stretch” situations. In addition, as in any year, all course offerings and number of sections are based on a variety of criteria, including enrollment, staffing, space and budget.

**Q: How and when will the actual course scheduling process begin?**

**A:** Students will receive appointments for individual meetings with the counselor and must bring their signed Program Planning Sheet to the meeting. Students should keep the sheet in their lockers or backpacks as appointments are often made on short notice. Counselors will begin the process by first meeting with current 11<sup>th</sup> graders towards the middle of February and continuing to meet with all other students through the month of March. Please note that there is no scheduling advantage in having an earlier appointment as all course requests are treated equally.

**Q: What should I do after my child meets with his/her guidance counselor?**

**A:** Right after this meeting takes place, you can log-on to the parent portal and review the final list of courses which your child and the counselor have agreed upon during their meeting. You may also contact the guidance counselor should you have any questions.

**Q: How can I e-mail my child’s teachers?**

**A:** Access your son/daughter’s schedule on the portal. The name of each teacher is listed with the course. All CSH e-mail accounts are formatted as follows:

First letter of teacher’s first name, full last name @csh.k12.ny.us

For example: Jay Matuk would be [jmatuk@csh.k12.ny.us](mailto:jmatuk@csh.k12.ny.us)

**Q: May I contact my child's guidance counselor prior to or during that time?**

**A:** Of course. E-mail is often the best way to relay information.

To contact the Director of Guidance:

Ms. Noreen Cambria            [ncambria@csh.k12.ny.us](mailto:ncambria@csh.k12.ny.us)

To contact the counselor

Ms. Laurie Conlon            [lconlon@csh.k12.ny.us](mailto:lconlon@csh.k12.ny.us)

Ms. Heather Friedland       [hfriedland@csh.k12.ny.us](mailto:hfriedland@csh.k12.ny.us)

Ms. Mary-Jo Hannity        [mhannity@csh.k12.ny.us](mailto:mhannity@csh.k12.ny.us)

Ms. Jennifer Pickering      [jpickering@csh.k12.ny.us](mailto:jpickering@csh.k12.ny.us)

Dr. Kevin Purrone            [kpurrone@csh.k12.ny.us](mailto:kpurrone@csh.k12.ny.us)

I hope this information will be of assistance to you over the next few months. Please do not hesitate to contact us should you have any questions or concerns.

Sincerely,

*Jay Matuk*

Principal