

FOREWORD

We extend a warm welcome to all students for the 2010-2011 school year. We have prepared this booklet to help inform you of the programs and general procedures for the Cold Spring Harbor Junior High School. This booklet is meant to assist you during your junior high years. You are one of the most important ingredients. Your attitude, desire to learn, and mutual respect for each other can create an environment that will make learning an enjoyable experience.

It is our goal to assist you toward achieving academic excellence in every aspect of the junior high program. The staff and administration are ready and willing to assist you in these endeavors. In addition to academics, there are many activities available such as sports, drama, clubs, the yearbook, and student council. We urge you to become involved and to try a variety of new activities. Together we will help you to grow to become strong individuals and also be an integral member of the entire group.

Mr. Monastero, the assistant principal, and the junior high counselors are available for students who wish to discuss academic and social concerns.

We welcome you to the junior high and best wishes for a successful year.

Jay H. Matuk
Principal

Helen T. Browne
Assistant Principal

Joseph A. Monastero
Assistant Principal

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COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT

Board of Education

Lisa O'Connor, President
Robert C. Hughes, Vice President
Amelia (Amy) Brogan
Janice Elkin
Lori Homer
Joseph Morante
Anthony Paolano

District Administration

The Francis Roberts Community Center
75 Goose Hill Road
Cold Spring Harbor, New York 11724
1-631-367-5900
Fax: 1-631-367-3108

Judith Wilansky, Ed.D.
Superintendent of Schools

Lydia Bellino
Assistant Superintendent for Curriculum and Instruction

William Bernhard, Ph.D.
Interim Assistant Superintendent for Business

Denise Campbell
Director of Special Education & Pupil Services

Mark G. Margolies
Director of Buildings & Grounds

John Contess
Director of Technology

Ehrlich, Frazier & Feldman
Attorneys

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Junior High School Office
1-631-367-6800
Fax
1-631-367-6823

TIME SCHEDULE

Buses Arrive at Junior/Senior High School: 7:25 a.m. to 7:40 a.m.

Period 1/HR	7:45	-	8:30	45 min.
Period 2	8:34	-	9:14	40 min.
Period 3	9:18	-	9:58	40 min.
Period 4	10:02	-	10:42 (Lunch)	40 min.
Period 5	10:46	-	11:26 (Lunch)	40 min.
Period 6	11:30	-	12:10 (Lunch)	40 min.
Period 7	12:14	-	12:54 (Lunch)	40 min.
Period 8	12:58	-	1:38	40 min.
Period 9	1:42	-	2:25	43 min.

Buses Depart from Junior/Senior High School: 2:35 p.m.

LATE BUS SCHEDULE

Fall & Spring

Late Buses: 4:00 p.m., Clubs, Activities, After School Help

Athletic Buses: Fall: 4:40 & 5:40 p.m., Spring: 4:00, 4:40 & 6:30 p.m.
Practices, Scrimmages, Games

Winter

Late Buses: 4:00 p.m., Clubs, Activities, After School Help

Athletic Buses: 4:30 & 6:30 p.m., Practices, Games

GRADE REPORTING PERIODS

2010-2011

Junior/Senior High progress reports and report cards are only available online starting this year. They can be accessed through the school website on the “parent portal” <https://www.eschooldata.com/eSchoolPortal/CSHARBOR>

Report posting dates:

Report Cards- November 22nd, February 7th, April 11th and June 24th

Progress Reports- October 13th, December 17th, March 4th and May 9th

Subscribers to the Jr./Sr. High School Listserv will receive a reminder email when each report is posted. Please visit <http://www.csh.k12.ny.us/emails/signup.cfm> to subscribe.

First Marking Period (43 days)

Monday, September 13 – Friday, November 12

Progress Reports Due	Wednesday	October 13
Progress Reports Available	Wednesday	October 13
Report Cards Available	Monday	November 22

Second Marking Period (45 days)

Monday, November 15 – Friday, January 28

Progress Reports Due	Friday	December 17
Progress Reports Available	Friday	December 17
Regents/RCT Exams	Tues-Fri	January 25-28
Report Cards Available	Monday	February 7

Third Marking Period (40 days)

Monday, January 31 – Friday, April 1

Progress Reports Due	Friday	March 4
Progress Reports Available	Friday	March 4
Report Cards Available	Monday	April 11

Fourth Marking Period (43 days) - excluding final exam/regents period

Monday, April 4 – Friday, June 10

Progress Reports Due	Monday	May 9
Progress Reports Available	Monday	May 9
Final Exams	Mon-Tues	June 13-14
Regents/RCT Exams	Wed-Fri	June 15-24
Report Cards Available	Friday	June 24

JUNIOR/SENIOR FACULTY AND STAFF

PRINCIPAL

Mr. Jay H. Matuk

ASSISTANT PRINCIPAL

Dr. Helen T. Browne

ASSISTANT PRINCIPAL

Mr. Joseph A. Monastero

Guidance and Counseling Center:

Ms. Noreen Cambria

Director

Ms. Laurie Conlon, Grade 8

Ms. Jennifer Pickering, Grade 7 & 8

Ms. Heather Friedland, Grade 8

Ms. Mary-Jo Hannity, Grade 8

Dr. Kevin Purrone, Grade 8

Library:

Mr. Christopher Conklin

School Psychologists:

Dr. Michael Hurley

Dr. Kerrie Vujeva

School Nurse:

Ms. Evelyn Pendel

Social Worker:

Mr. Kevin Darcy

Speech Therapist:

Ms. Christine Schwab

Special Education:

Ms. Diane Walsh

Chairperson

Ms. Maureen Blechschmidt

Ms. Erin Goldthwaite

Ms. Ann Marie Governale

Mr. Peter Gregorchuk

Ms. Kerrienne Konstantinacos

Mr. Steven Roberto

Ms. Jennifer Uhrlass

Teacher Aides:

Ms. Arden Benvenuti

Ms. Jessica Gaetano

Ms. Rosemary Heim

Ms. Paulette Sands

Ms. Donna Zizek

Teacher Assistants:

Ms. Christine Barrese
Ms. Linda Letica
Mr. Michael Marrone
Ms. Janet Mullen
Ms. Kathleen Murray
Mr. Brandon Rea
Ms. Elaine Reilly
Ms. Cynthia Scudieri
Mr. Peter Stavros
Ms. Robin Weinberg

ESL:

Ms. Christine Copley

English:

Ms. April Henry
Chairperson
Mr. John Borland
Mr. Josh Bosley
Ms. Nicole Gaffney
Ms. Jeanne Glynn
Ms. Megan Grimes
Mr. John Kennedy
Ms. Leanne Loizides
Ms. Meredith Martino
Ms. Laura Mastracchio
Mr. Keith Miller
Mr. John Murphy
Ms. Jessica Rovere
Ms. Nicole Rowan
Ms. Joanna Waters

Health:

Mr. Chris Homer
Mr. Christopher Phelan
Ms. Karen Uhl-Smith
Ms. Christine Villanti

Mathematics:

Mr. Christine Watt
Chairperson
Mr. Dennis Bonn
Mr. Matthew Chartan
Mr. Martin Colucci
Ms. Patricia Connolly
Ms. Lauren Hayes
Ms. Judy Innella
Ms. Francyne Lanteri
Mr. Jon Mendreski
Ms. Natassia Piccolo
Ms. Carissa Reddock
Ms. Brigid Victorson

Science:

Dr. Robert Colascione
Chairperson
Ms. Andrea Clouser
Ms. Deanna Diaz
Mr. Martin Glynn
Mr. James Hardy
Ms. Eleni Koundi
Mr. Jamie Lawlor
Ms. Laura Lewin
Ms. Theresa Mercer
Ms. Kelly Murphy (p/t)
Ms. Erin Oshan
Mr. Jaak Raudsepp
Mr. Mathew Sneider
Ms. Jane Tofel
Ms. Christine Villanti

Social Studies:

Mr. Richard Greeney
Ms. Allison Halloran
Co-Chairpersons
Dr. Michael Andrews
Ms. Caryn Athanasio
Ms. Danielle Beach
Mr. Jeffrey Cootner
Ms. Samantha Gallagher
Mr. Vincent Natale
Mr. Anthony Pesca
Mr. Brian Schiffmacher
Ms. Victoria Terenzi
Mr. Christopher Topping

Technology:

Mr. Jeffrey Aponte
Mr. Michael Natale

World Languages:

Ms. Carmen Campos
Chairperson
Mr. Robert Curtin
Ms. Kathleen Fristensky
Ms. Francoise Gaertner
Ms. Paula Gozelski
Ms. Rebecca Kramer
Mr. Geoffrey Lennon
Ms. Kelly McCaig
Ms. Merritt Monck-Rowley
Ms. Susanleigh Perissi
Ms. Maria Segura

Art: Ms. Rosemary Folks
Chairperson
Ms. Nicole Ezagui
Ms. Samantha Hayes
Ms. Colleen Johnson
Ms. Kristine Levy
Ms. Andria McLaughlin
Ms. Christine Oswald

Industrial Technology : Mr. Jack Healy
Family & Consumer Science Ms. Myra Georgiou

Music: Ms. Leah Martin
Chairperson
Dr. Gerald Lee Felker
Mr. Vaughn Fritts
Mr. Timothy Jenks
Dr. Matthew Marullo
Mr. Robert Matthews

Physical Education: Mr. James Amen
District Director
Mr. Stephen Cacioppo
Mr. Christopher Phelan
Ms. Danielle Skakandi
Ms. Rebecca Thorn (p/t)
Ms. Karen Uhl-Smith

Junior High Secretary: Ms. Rosemary Karpinski
Faculty Secretary: Ms. Olivia Curley
Guidance Secretary: Ms. MaryBeth Frey
Ms. Susan Frey
Library Secretary: Ms. Sue Cuneo
Main Office Secretary: Ms. Annette DiPietro
Ms. Marie Quinn
Physical Education Secretary: Ms. Denise Vigilo
Principal's Secretary: Ms. JoAnne Bradley
Junior High Citizen Faculty Association: Ms. Carol Kessler
Ms. Liz Squicciarini

REQUIRED COURSES

Seventh Grade

English
Social Studies
Math
Science
Art, ½ year
Reading, ½ year
Home & Career Skills &
Kaleidoscope, ¼ year
Health, ½ year
P.E./Music: Orchestra, Chorus,
Band, Classroom Music,
Alternating Days
Foreign Language: French 1A
Spanish 1A, or Latin 1A

Eighth Grade

English
Social Studies
Math
Science
Art, ½ year
Reading, ½ year
Home & Career Skills &
Library Research, ¼ year
Technology, ½ year
P.E./Music: Orchestra, Chorus,
Band, Classroom Music,
Alternating Days
Foreign Language: French 1B,
Spanish 1B, or Latin 1B

Note: Successful completion of a two year junior high language sequence, French 1A, Spanish 1A or Latin 1A and French 1B, Spanish 1B or Latin 1B carries one unit of high school credit. Grades earned will be included in computation of high school grade average and class rank.

Six Day Cycle

Each school day will be assigned a numerical designation (1-6). For example, September 13, 2010, the first day of school, will be day 1. Assuming there are no unexpected days off, September 21, 2010 will be day 6 and September 22, 2010 will start the cycle again with day 1.

The primary advantage of the six day cycle is that physical education and music classes will meet every other school day with no disproportionate loss of instructional time because of holidays, vacations, school closings or semester changes.

GRADING SYSTEM

The converted scale of report card grades for computing averages is as follows:

<u>Grade</u>	<u>Equivalent</u>	<u>Scales</u>
A	93 - 100	4.00
A-	90 - 92	3.66
B+	87 - 89	3.33
B	83 - 86	3.00
B-	80 - 82	2.66
C+	77 - 79	2.33
C	73 - 76	2.00
C-	70 - 72	1.66
D+	67 - 69	1.33
D	65 - 66	1.00
F	Below 65	0.00

An example of computing average is as follows:

English	B+	3.33	
Social Studies	A-	3.66	
Mathematics	B-	2.66	
Science	A	4.00	
Language	C+	<u>2.33</u>	
		15.98	$15.98/5 = 3.196$ or 3.20 average

In determining the grade point average, the quotient is carried to two places to the right of the decimal point, i.e. $3.196 = 3.20$.

Report Cards

Report cards are posted online four (4) times a year (approximately every ten weeks of school). The dates for distribution are shown on the Grade Reporting Periods.

Parents are urged to discuss the report card with their child each marking period. Attention should also be given to the class attendance, school attendance and lateness data shown on the card. In addition, there is space provided for teacher comments regarding student progress. Listed below are selected examples:

Satisfactory Attitude	Assignments Poorly Done
Courteous & Cooperative	More Effort Required
Marked Improvement	Low Test Grades
Skill Development	Frequently Unprepared
Great Progress	Working Below Potential

Progress Reports

Progress reports are posted online at the mid-point of each marking period. (Dates are posted on the Grade Reporting Period calendar.) This informal notice affords teachers an opportunity to apprise parents of their child's classroom performance.

Honor Roll

The lowest **average** required for making high honor roll is A- or 3.66 on the scale.

The lowest **average** required for making honor roll is B or 3.00 on the scale.

Students with any “Incomplete” grades cannot be considered for honor roll until the incomplete work has been made up and a grade determined.

Tests

In order to assist students in balancing their work load, the faculty follows a general guideline by rotating test schedules by department. This schedule applies only to full period exams, not to quizzes. This year’s schedule guideline is as follows. **Science may test on any day except Monday.**

Monday	Open to all subjects except Science
Tuesday	English
Wednesday	World Languages
Thursday	Social Studies and Health
Friday	Math

Extra Help

Teachers are available during the school day and after school to offer assistance to students. This applies to students who request help as well as to those whom the teacher feels need extra help. Students are expected to make the necessary arrangements with their individual teacher in by checking the Junior High Extra Help Schedule which lists the teacher’s name, days, times and location of their extra help.

Homework

Students at the junior high level should expect daily homework assignments ranging from one to two hours, depending upon the individual program.

Long range assignments, projects, and research papers become more prevalent at this level and require more careful budgeting of students’ time. When no specific written assignment is due, students are expected to review their material and/or to read independently. Students are encouraged to develop good study habits by budgeting their time properly, reading independently, and using a suitable place to study in the home.

SCHOOL ATTENDANCE POLICY

New York State Education Law requires that all students between the ages of six and sixteen be in attendance at school on a daily basis. Every New York State citizen has a right to a free public education.

Attendance must be recorded for every student who is in the school building each day while school is in session.

Students are expected to be in school for the entire day. Students who come to school late and/or miss more than four periods will be excluded from after school activities on that day.

Absence

It is the responsibility of the parent or guardian to notify the school in the event of a student's absence. Parents are requested to call the junior high office at **367-6800** between **8:00 – 9:00 a.m.** on the day of the absence.

A note explaining the cause of absence is **required** on the day the child returns to school. Whenever it is possible for the parent to advise the school by telephone of the reason for a child's absence, it will be appreciated; however, it will still be necessary to send a written excuse when the child returns to school.

The State Education Law recognizes only the following as legal reasons for school absence:

1. sickness
2. death in family
3. religious observance
4. quarantine
5. required court appearance
6. attendance at organized clinic
7. school authorized activity
8. remedial health treatment
9. impassable roads

Lateness to School

Homeroom will be part of period 1. Students arriving late to school during the first period should report **directly to the junior high office**. Signed excuse notes must be given to the secretary at that time.

Students who are tardy to their first period class are subject to disciplinary measures such as: individual meeting with the administration, parental contact, and/or detention. If this tardy number exceeds eight (8) in a given marking period, social probation may result.

Social probation is defined as the exclusion from after school events, including athletics (practices and/or games) clubs, school dances and performances.

Lateness to Class

Students must report to their classes on time. There are four (4) minutes between classes. Students reporting to class after the last bell will be counted tardy by the teacher of the class. Tardiness will be cumulative during a ten (10) week period.

- The first tardy will be a warning.
- The second tardy may result in detention.
- Repeat offenders will result in disciplinary measures including social probation and/or suspension.

Violations of School/Class Attendance Policies

Students who are absent from school or class unlawfully, or who leave without proper authorization are considered **truant**. Firm disciplinary measures will be applied to such students. Parents will be notified by telephone and/or mail. A letter will be sent home when a student attains three (3) latenesses or absences to school in a marking period.

Attendance/Tardiness/Grades

The teaching/learning process is an interactive one and absence from class does not allow for full participation in this process. Therefore, students who miss a substantial amount of class time because of absences or tardiness may have their grade reduced.

Early Dismissals

Students desiring to be excused early, or for part of the day, must bring a note signed by their parents **explaining the reason** for the release. This note must be brought to the junior high office **before the start of period 1** on the day of release. All such requests will be confirmed by telephone with the parent/guardian who wrote the request. Students will not be released without this additional confirmation. Students must sign out in the junior high office at the time of release. Parents must sign their child out of the junior high office at the time of release.

Statement on Vacations

The district strongly discourages students from taking vacation time or other non-essential personal time whenever school is scheduled to be in session. This includes extending school vacations or choosing alternate vacation weeks, which do not coincide with designated school vacations. The teaching/learning process is an interactive one, and absence from class does not allow for full participation in this process. As a general rule, teachers need **not** provide work ahead of time for students who will miss school under the above-cited circumstances. Students are responsible for all work covered during this absence.

Anticipated Absence

Students who know in advance that they will be absent for a prolonged period of time must present a signed parent request to the junior high office at least one week before the absence if they wish permission to make up the work missed. Students may then be allowed to approach their teachers to obtain assignments prior to their absence. Such work must be made up within one week after a student's return to school.

Class Assignments During a Legal Absence

For a brief absence, students should arrange to obtain assignments from a friend in each of their classes. For extended absences, a request for assignments may be made through the junior high office.

Home Teaching

Students who are absent from school for a prolonged period of time due to illness or injury may receive home instruction. Students should have their parents contact the junior high office for procedures to follow.

Final Exams

All students must take final exams as scheduled. Students may not be excused from the final exams unless there is a "dire emergency" or serious extenuating circumstances. Parents please consult the calendar in the front of this book to determine the vacation period. Junior high final exams will be held on June 11th and 14th.

Student Visitors

Students are not permitted to bring visitors to school. If a student wishes to visit the school prior to admission, an appropriate host will be found through the guidance office. One weeks notice must be given to arrange for such hosting.

STUDENT BEHAVIOR

Cold Spring Harbor Junior/Senior High School is a school community comprised of various elements: students, teachers, secretaries, cafeteria workers, custodians and administrators. It is a community dedicated to learning – to assist the individual in reaching his/her maximum potential. But that individual is not working alone; he/she is part of a community. Students have an obligation to be aware of and to show respect for the rights, values, and property of others and we expect behavior that is consistent with such an attitude.

The administration, faculty and staff at Cold Spring Harbor Junior/Senior High School have established basic guidelines to which students, as members of the community, are expected to conform.

It is expected that students and staff will always deal with each other courteously and with a spirit of mutual respect. The use of impolite or foul language is absolutely unacceptable and considered a very serious violation of school rules.

Prohibited Conduct

The following discipline code applies to the behavior of all district students while attending school, and/or on school grounds, in school buildings, participating in school sponsored activities and field trips. Serious or flagrant violations of the district's code of conduct can result in an immediate hearing with the Superintendent of Schools or Board of Education. A student may be suspended from school or be subjected to other forms of disciplinary action, including restriction of attendance at school functions, when such student:

Engages in conduct which may be:

1. Fighting or engaging in inappropriate physical behavior.
2. Threatening another with bodily harm.
3. Intimidating students or school personnel.
4. Physical and/or verbal harassment and/or intimidation of any member of the school community.
5. Bullying: example – when one or more persons enjoy using power to repeatedly and consistently harm one or more people.
6. Using abusive language or gestures, including racial or ethnic remarks that are improper.
7. Insubordinate: example – failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student.
8. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose.
9. Obstructing vehicular or pedestrian traffic.
10. Missing or leaving school without permission.
11. Using a camera or recording device in a classroom without the teacher's permission.

Engages in any form of academic misconduct. Example:

1. Plagiarism and/or cheating.

Engages in conduct volatile of the Board's rules and regulations for the maintenance of public order on school property.

1. Vandalism or any destruction of real and/or personal property (including graffiti or arson).
2. Theft
3. Tardiness
4. Missing or leaving school without permission.
5. Truancy (all absences from class may also result in academic consequences)
6. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, or prescription drugs, or being under the influence of any of the above. "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"
7. Possession of weapons or what appears to be weapons or fireworks.
8. Possession or use of tobacco or tobacco products.
9. Gambling
10. Hazing, harassment or bullying
11. Making unreasonable noise.

Chronic cases of truancy shall necessitate a *Person in Need of Supervision* (PINS) petition.

Students who are deemed disruptive, and asked to leave a classroom by a teacher or other adult in authority, should report directly to the junior high office.

Detention

Teachers will assign classroom detention after school for any student whose behavior in class has been deemed inappropriate. Students will be provided with one day's notice before serving the detention. Any student who does not appear for a detention will be considered "cutting" and further disciplinary action may be taken.

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.

Dress Code

Cold Spring Harbor believes that students should dress in a neat and appropriate manner, one which reflects pride in themselves, their home, and their school. All fashion fads

may not be appropriate for school. Beach wear and similar types of clothing are considered inappropriate. Attire with pictures and/or sayings which promote or glorify substance abuse, illegal activity, demeaning phrases or images towards others, violent images, racial and/or ethnic messages are all deemed inappropriate. If a student's clothing is disruptive and/or distracting to the educational process, the administration may intercede with the following:

1. Counseling
2. Parent contact
3. Cover up and/or change
4. Sent home
5. Detention

Junior high students are ***not*** allowed to wear hats/visors in the school building nor will they be permitted to wear hats/visors during any lunch period.

Breakfast Program

Breakfast will be available in cafeteria A before school from 7:15 to 7:30 a.m. Students will not be allowed out of class to the cafeteria during periods 1, 2, or 3 to obtain food.

Food and/or Drink

Food and/or drink are prohibited in the classroom except with prior approval as authorized by the junior high assistant principal and/or school nurse. This permission will be given only based on special and/or unique circumstances.

Class Attendance

Absence from class due to illegal lateness is considered cutting. Students who are illegally absent from an assigned class are subject to the following disciplinary measures:

1. Detention(s) after school
2. Parent contact
3. Loss of other privileges.
4. Mandatory conference with the principal

Students who **repeatedly** are illegally absent from classes are subject to the following additional measures:

1. Social restriction
2. Restriction
3. Suspension

Parents will be informed by telephone and/or letter each time a student is reported as illegally absent from class. When warranted, parent conferences may be held. Teachers are **not** required to provide make up work (assignments, labs, tests, etc.) for students who have cut a class; nor are they required to assist students in making up work missed due to an illegal absence or lateness. These illegal absences will negatively impact a student's grade.

Illegal Behavior - Drugs and Alcohol

Possession, sale, or use of alcohol or other drugs or drug paraphernalia on school grounds or in the school buildings is strictly prohibited and a violation of New York State Law. Violation of this law is considered most serious and, if the evidence warrants, will result in suspension from school. Parents will immediately be notified.

The inappropriate use of prescription and over-the-counter drugs is also prohibited.

No person will use, possess, sell, or distribute alcohol, drugs or other controlled substances, nor will use or possess drug paraphernalia at any school in Cold Spring Harbor School District no matter where it is located.

In addition, the school officials are required, in the case of marijuana or other illegal drugs, to notify the police authorities and to submit any confiscated materials and/or other evidence to the proper law enforcement agency.

Leaving School Grounds

Students in grades seven and eight are **not permitted to leave the school grounds at any time during the school day, including lunchtime.** The woods, parking lots, and grounds behind the buildings are also off limits during the school day.

Cellular Telephones/MP3 Players

MP3 Players are not be used during the school day (7:45 a.m. to 2:25 p.m.) and will be confiscated. Cell phones can be a problem on school campus. Ringing or vibrating cell phones are disruptive during class time. Camera phones and text messaging can be used to compromise quizzes and tests. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems. **All cell phones must be turned off and kept in backpacks. They must not be visible. Students may not use their cell phones between the hours of 7:45 a.m. and the final bell at the end of the day at 2:25 p.m.** If a student is using a cell phone (**any of its functions**) for any reason during the restricted time, the following consequences will be imposed:

1. Phone will be confiscated from the student. Phone will be returned at the end of the day (**first offense only**).
2. Progressive discipline will take place (detention, suspension).
3. The cell phone will be returned **only** to the parent/guardian of the student after the first offense.

Note: The school cannot accept responsibility for confiscated items.

Ball Playing

Students who play ball (handball, etc.) during their lunch period are to observe basic rules of safety at all times. Any action which endangers or has the potential to endanger the health/safety of participants or observers is strictly prohibited. Under no circumstances are students to play ball in the center circle area.

Corrective Disciplinary Methods Commonly Followed

- Counseling
- Written warning
- Notification of Parents
- Detention(s)
- Parent Conference
- Referral to other services, such as counselor, social worker, school psychologist.
- In School Suspension
- Restriction from athletics, social, extra co-curricular activities, school trips, and/or other functions.
- Suspension from School
- Superintendent Hearing

The school also may consider a partial restriction: student must complete a “sign-in” sheet daily and is on social restriction (prohibited from attending or participating in any after school or athletic event).

Behavior on School Buses

Buses are provided for students’ transportation to and from school if they live one mile or more from the school. In the morning, the buses arrive at their pick up points at specific times. Students must be on time; the bus will not wait.

All passengers on the bus are expected to be respectful to the driver and fellow riders.

Unruly behavior on buses will not be tolerated. Drivers are asked to report disrespectful behavior habitual offenders to the administration. The following rules have been established to insure maximum safety:

1. Respect private property at and near your bus stop.
2. Move directly to a seat; remain seated until bus arrives at school or home.
3. Do not extend arms or limbs out of the windows.

4. Keep aisles clear of books and other items.
5. Respect the bus driver; do not cause unnecessary distractions.
6. Do not shout or engage in any behavior that endangers the comfort or safety of others.
7. Do not smoke. (New York State Law)
8. Leave the bus quickly and orderly; do not touch the bus as it pulls away.
9. Follow carefully the driver's instructions regarding crossing a street in front of the bus.
10. In the event of an emergency, follow the procedures as outlined to you during emergency bus drills at school.

Behavior During Fire/Bus Drills

New York State Education Law requires that a minimum of twelve fire drills and three bus drills be held under the supervision of the professional staff so that students know what to do in the event of an emergency.

During fire and bus drills, students are expected to follow all directions given by their teachers in a **quiet** and orderly manner.

Behavior at After School Functions

Students and the administration work together to define the rules and make decisions involved in scheduling extra-curricular activities (dances, concerts athletic events, etc.). Administration and faculty chaperones are present to maintain order and provide supervision to students.

School sponsored junior high activities will end by 10:00 p.m. Parents should plan on arriving to the school fifteen (15) minutes prior to the end of an event to ensure a prompt pick up. Specific information on each function will be given in the monthly edition of Ripples. Outside guests are not permitted to attend school dances.

Students are expected to abide by the following rules:

1. Dress appropriately.
2. Behave properly, both during and after the activity.
3. No smoking, no drugs, no alcohol.
4. Be sure of arrival and departure time.
5. Make arrangements to be picked up promptly.

Special rules for dances:

1. You must arrive within one hour of the publicized time or you will not be admitted.
2. Parents or guardians will be notified if a student requests to leave the dance early.
3. If you leave the building, you must leave school grounds and you may not return.

Behavior as a Spectator

Students are encouraged to promote school spirit by attending athletic events. The following regulations were established with the safety and welfare of players and spectators in mind.

1. Students who decide to leave the game may not re-enter.
2. Whistling, booing, stamping of feet and loud noisemakers are prohibited by the Nassau County Athletic Association. Support your teams with cheering.
3. Refreshments must be consumed in the designated areas.
4. Students are not permitted to smoke on school grounds or in school buildings.
5. Spectators must be seated as soon as possible. Do not stand on the sidelines.
6. Leaving and entering the stands while game is in progress interferes with players, is annoying to other spectators, and is discouraged.
7. Students who attend games are expected to exhibit interest in the game and must not distract other spectators.
8. Students who are in possession of alcoholic beverages or who arrive at events under the influence will be subject to suspension.

Smoking Policy

Possession, use or sale of cigarettes, cigars, tobacco, chewing tobacco, matches, lighters or other smoking paraphernalia, is prohibited on school property or school buses. This regulation applies at all times, including before, during and after school hours, as well as during evening activities. This regulation also includes school events that take place off school property. In most instances, the initial penalty for violation of the smoking policy is an out-of-school suspension. Additional violations may result in students being referred to the Suffolk County Public Health office that has the right to impose a fine of up to \$250.00 for each offense.

Harassment

The harassment or bullying, directly or by electronic means, or hazing of other students, as well as discriminatory or bigoted activity is strictly forbidden. Name-calling or prejudicial behavior toward any person, especially concerning his/her race, religion, nationality, or beliefs will not be tolerated, and will usually result in a suspension hearing. Additionally, and more specifically, sexual harassment; is strictly forbidden. Sexual harassment is defined as statement (written or verbal), gestures, or physical contact, which is sexual in nature and which either, demeans or intimidates specific individuals.

Bullying

Bullying will not be tolerated here in school. Bullying occurs whenever one or more persons enjoy using power and/or status to repeatedly and consistently harm one or more people. More specifically, bullying in a physical (shoving, touching, hitting, etc.), verbal (name calling, put-downs, gossip, etc.) and/or relational (shunning, rejection, ostracism, etc.) is unacceptable and may result in consequences.

Students who feel that they are the victims of the type of behavior described in the above paragraph should notify a member of the school staff so that the situation may be addressed.

GUIDANCE SERVICES

The primary goal of the junior high guidance department is to facilitate learning for all students, individually and as a group. One important purpose of guidance is to help students learn to make appropriate decisions more independently and to accept responsibility for their choices and actions. The counselor works to understand the unique needs of each student, thereby helping him or her to work out solutions to whatever academic, personal, or social problems may arise.

The “door is always open” in the guidance office to any parent or student with a concern. On any urgent matter, students are encouraged to come immediately to the office. For general concerns, students are required to bring a pass from their teacher or to visit the office before or after school, between classes, or during a lunch period. Many concerns parents have can be addressed readily by phone; please do not hesitate to call. If a personal appointment is preferable, it is advisable to call before coming to school to assure that the counselor is available.

The NYS Assessment Test in English Language Arts, Math, Social Studies, and Science

Administered to: Grades seven and eight

The New York State Education Department, in its objective to establish learning standards in all subject areas through the state mandates that all eighth grade students must take assessment tests in English Language Arts, Math, Social Studies and Science. All seventh grade students must take assessment tests in English Language Arts and Math.

These tests are designed to determine the degree to which students have achieved these state-established standards.

HEALTH

School health services are provided by a registered nurse, whose office is located within the Main Office complex. The nurse is available to assist with any health problem which students may have.

Students and/or parents are requested to report to the nurse all cases of communicable diseases.

Students who become ill or who are injured during school hours **must** report to the nurse for appropriate care.

Vaccines

New York State Health Law requires all students entering and attending school to provide proof of the following:

1. three doses of **Trivalent** oral polio vaccine
2. three doses of **Diphtheria** toxoid
3. two doses **measles** virus vaccine after 1 year of age*
4. **rubella** virus vaccine after 1 year of age*
5. **mumps** virus vaccine after 1 year of age*
6. one dose **Varicella** vaccine: administered no more than four days before the first birthday. Applies to all children born on or after January 1, 1998 or children born on or after January 1, 1994 who are enrolling in the 6th grade.
7. **Tdap** booster dose for all children born on or after January 1, 1994 who are enrolling in 6th grade.

*In lieu of the vaccine, diagnosis of the disease must be verified by a physician, except rubella, which requires serological evidence of antibodies.

Students entering seventh grade, as well as new students to the district, are required by New York State to have a complete physical examination. If preferred, this examination may be done by the family doctor.

Effective September 1, 2000, all students in Grade 7 are required to have the Hepatitis B series of immunizations. By the first day of school, Grade 7 students must have had at least one dose and a written appointment from a doctor for the second dose.

Any student entering Grade 8 as of September 1, 2002 must have the series completed or the student will **not** be allowed to begin school.

Tests

Screening tests of vision and scoliosis are done yearly.

Illness

Students who become ill during the school day should report directly to the nurse. If necessary, the parent will be contacted and requested to take the student home.

Medication

If a student is required to take medication during the school day, he/she may do so **only if:**

1. The medication is retained by the nurse in the school health office; and
2. A note directed to the administration signed by the parent is on file.
Prescription medication will also require the signature of a physician.

Accidents

Any accident or injury occurring in the school buildings or on the school grounds should be reported immediately to the school nurse or, in her absence, to the administration.

If an injury occurs during an afternoon or evening activity, it should be reported immediately to the activity supervisor, coach and/or athletic trainer and a report filed with the school nurse as soon as possible.

PHYSICAL EDUCATION AND INTERSCHOLASTIC ATHLETICS

New York State Education Law and commissioner's regulations require that all students participate in the physical education program each year they attend school, from kindergarten through grade twelve.

All students are required to attend, to dress in appropriate attire for physical education classes. Appropriate attire for physical education would include sneakers that lace up, gym shorts and tee shirt or a sweat/warm up suit. Promptness to class is imperative due to the location of the Field House and locker room security. Students arriving late must have an admission slip or pass indicating the reason why the student was detained. If a student is to be excused from a class for any reason, a written note or pass must be submitted in advance (when possible) and approved by the physical education teacher.

Students who are temporarily or permanently unable to participate in the regular physical education program must be provided with adaptive activities that may be vigorous, moderate or restful depending on the needs of the student. The physical education teacher in consultation with appropriate medical personnel should make temporary or short-term adaptations. Permanent or long-term program adaptations should be based on the recommendation of the student's personal physician. To make arrangements for such a program, students should notify their regular physical education teacher who will contact the school nurse and Director of Physical Education. The student should continue to attend his/her regularly scheduled class until arrangements for an adaptive physical education program have been completed.

The Cold Spring Harbor Junior High School athletic program is part of the total physical education program. Participation in athletics, at this level, should assist in the development of healthy, well-adjusted individuals. Competition should be approached as a wholesome and constructive exercise that does not require victory at any price. All young people, through lack of experience, will make mistakes but at the same time they must also learn that privileges entail responsibilities. In athletic events, they must always keep in mind that they are not only achieving as individuals but they are representing a team, an entire school and the community.

Athletic participation will be demanding in terms of time and effort, but it should also be a rewarding and enjoyable experience with an emphasis on sportsmanship. Winning is an objective in sports, but skills, leadership qualities and teamwork are attributes to be emphasized.

Junior High Athletics

Junior high athletics include seventh and eighth grade students. Junior high athletics should also be considered a period of experimentation. A wide variety of activities are provided during four separate seasons. Students should be encouraged to try different activities and be permitted to change from one activity to another in a given season. This approach enables the students to eventually decide which sports they enjoy and where they can be most successful. The primary emphasis at this level should be on skill development

and participation. There should be relatively minor emphasis on winning; however, junior high athletics are not intramural. They are competitive in nature, and healthy competition should exist among our own students and against teams from other schools.

Required Forms

Students should obtain, from the school nurse and/or the athletic office an Athletic Pre-Participation Health Update/Coaches Authorization Card. This card contains important emergency information and verifies parental consent.

For each season of participation and each sport that a student athlete selects to participate in this dual form is required. **A new card is required if a student athlete changes sports.**

Health Examination Physical Form (White) - A separate sports' physical is required. The results of this examination shall be valid for the school year. If a student is examined by a private family physician, the school Health Examination Form is required and subject to the approval of the school physician.

Athletes are responsible for using the proper techniques designed for safety in both practice and games and engaging in activity only when under the supervision of an authorized coach. Students who are medically excused (all or in part) from participation in physical education class may not participate in athletics until they are cleared and released for full participation.

Athletic Transportation

The general expectation is that all students will ride to and from all athletic contests on school provided transportation. In special circumstances, coaches may permit parents to drive and/or pick up their own children. **Under no circumstances will students be permitted to ride with other students to or from athletic contests.** In cases where students have a need to be driven by their parents, or with another responsible adult, a written request from the parents of all students involved must be submitted to the athletic director, assistant principal(s) or principal in advance. The written request must include a reason for the request, specific date, time and designation, specific names of all students involved and signature of parents or guardians of all students involved. The administration will inform the coach or coaches responsible for those students if approval is granted. All other exceptions to these guidelines will require the prior approval of the building principal, athletic director and/or the central administration.

Practice Attendance

All students are expected to attend all practices and games. Practices are usually held five days a week (Monday through Friday). Practices take place generally from 2:45 to 4:30 p.m. Cancellations will be announced on the p.m. announcements and/or posted in the main office and/or the field house. Students should not assume practice has been cancelled unless a notice has been posted.

Students can be excused for extra help, special appointments, lessons or religious instruction. You must give notification to your coach for such circumstances.

Uniforms and Equipment

The students are responsible for all equipment and uniforms supplied by the school. This responsibility includes reasonable care, cleaning and return at the end of the season or immediately following termination of participation in that sport. The coaches and physical education teachers will not be responsible for equipment items and uniforms that are left in lockers. All items that are not returned must be paid for and all outstanding equipment obligations must be resolved in order to be eligible to practice or participate in the next sport season.

Athletic Injuries

All injuries must be reported to the coach. If an athlete receives treatment from a physician for an injury, the athlete may not resume participation in practices or games without a written release from the physician.

Sports Seasons and Teams Available

Fall Season: September 13

Boys: Football, Soccer, Cross Country*

Girls: Field Hockey, Soccer, Swimming, Tennis, Cross Country*

Winter Season I: November 8

Boys: Basketball, Swimming, Winter Track*

Girls: Volleyball, Winter Track*

Winter Season II: January 18

Boys: Wrestling, Volleyball, Winter Track*

Girls: Basketball, Winter Track*

Spring Season: March 28

Boys: Baseball, Lacrosse, Tennis, Track*

Girls: Softball, Lacrosse, Track*

*In the sport of cross-country and winter and spring track, the boys and girls are combined on one team.

Selection Classification Procedures

Exceptional seventh or eighth grade athletes interested in trying out for a varsity or junior varsity sport must register no later than one week prior to the start of the high school sports season. These students must sign up and pick up the necessary forms in the athletic office. According to New York State Public High School Athletic Association rules, **only exceptional seventh or eighth grade athletes should be permitted to try out for high school level sports.** The try out period is limited to the first three days of the high school season. Tryouts are also contingent on parent permission, minimum physical fitness standards, school physician's approval and the coach's assessment and approval.

Baseball and Lacrosse

Playing baseball and lacrosse are restricted to the athletic fields only. There are to be absolutely no baseball or lacrosse activities near the field house, high school or in the traffic circle at any time. All lacrosse and baseball activities that take place on the athletic fields is restricted to throwing and catching. There is to be no scrimmaging in lacrosse or live pitching in baseball. Students who violate this guideline will have their sticks or gloves taken from them and turned over to their coach. The coach will reinforce these regulations prior to returning the equipment.

Attendance Requirements

A student must attend class/school for a minimum of five (5) periods in order to participate in that day's practice, event and/or meeting.

Athletic Code of Conduct

Participation in athletics is a privilege and not a right. Mandatory code of conduct meetings are held before each sports season for junior high student athletes. Attendance at these meetings is mandatory for student athletes and their parent(s) or guardians. In addition, a code of conduct form must be filled out and signed by student athlete and parent(s) or guardian in order for student athlete to participate. This form need only be filled out once and is kept on file in the athletic office.

Student athletes who participate in extracurricular and co-curricular activities should recognize that they have an obligation to themselves, their teammates, and the school community to strive for excellence. As recognized representatives of their school, such students are expected to exhibit appropriate behavior during the season (activities) and during the off season in uniform or out of uniform, on campus or off campus. Thus, such students are expected to:

1. Dress in a manner consistent with school Code of Conduct regarding appropriate dress.

2. Understand and abide by the rules and regulations of the game/activity, respect the integrity and judgment of the officials, and exercise proper conduct, sportsmanship, citizenship, behavior, self-control and mutual respect for others at all times.
3. Use only appropriate and acceptable language and refrain from using crude, abusive or vulgar language or gestures in dealing with other students, officials and spectators.
4. Attend scheduled practices, games and meetings; arrive on time, and participate in a cooperative and acceptable manner with respect to the coach/teacher/supervisor's expectations, training or other requirements.
5. Respect, properly care for and return all school property, lockers, equipment and uniforms issued by the school and personally return all items to the coach/teacher/supervisor immediately at the conclusion of the season or upon termination or participation in such activity.
6. Not engage in activities or actions which bring discredit to the school/team program or team.
7. Refrain from all forms of substance abuse including but not necessarily limited to the possession, use, distribution/sale or purchase of smoking and tobacco products or paraphernalia, drugs or drug paraphernalia, performance enhancing substances and alcoholic beverages, whether illegal or look-alike drugs on or off school grounds.
8. Refrain from hosting/attending a party, event, or establishment in which students are consuming alcohol, drugs, or other controlled substances. If students find themselves in such a situation, he/she are encouraged to leave.
9. Refrain from staging or participating, individually or collectively in any type of hazing or related initiation ceremony in conjunction with any school activity or involving any person associated with the school regardless of where it occurs.
10. Refrain from verbal or physical harassment of fellow teammates or others during the school day or at school sponsored events whether on or off school grounds.
11. Refrain from using, possessing or distributing firearms, dangerous weapons or explosive devices on school grounds or at school events.
12. Understand that participation in extracurricular and co-curricular activities is a privilege that should be valued, not a "right."

Discipline

Students who violate the basic expectations listed herein can expect to be disciplined relative to their participation in extracurricular and/or co-curricular activities. This may include, but not necessarily be limited to removal from a meeting, practice or game and or suspension or removal from the activity or team by the coach/teacher/supervisor. Prior to imposition of any penalty, the superintendent's designee, the building principal and/or athletic director will notify the student of the nature of the infraction and the student and his/her parent/guardian will be given an opportunity to appeal.

LIBRARY

General Library

The general library contains books on fiction, art, history, biography, music, recreation reference, and a computer lab.

Library/Textbooks

Increasing costs make it especially important that students take proper care of books issued to them. Covers are encouraged for textbooks. Fines are imposed for lost or damaged texts and library books.

GENERAL INFORMATION

Emergency School Closing

If there is a school closing or delayed opening, information will be announced over the phone from the district ALL CALL SYSTEM and following radio stations:

WOR (710 AM)	WALK (97.5 FM)	WCBS (101.1 FM)
WBLI (106 FM)	WBAB (102.3 FM)	CHANNEL 12
WGSM(740 AM)	WCBS (880 AM)	Web Site: www.csh.k12.ny.us

Lunch Program

School lunches are available in the school cafeteria each day. Students have a choice between a lunch platter and a la carte items, including hot and cold sandwiches, soup, and beverages.

Lockers

Each student is assigned his/her own locker in the main building. Each locker has a built in combination lock. Students should keep the lockers clean. Any valuables that a student needs to have in school should be kept in the school safe. Students may **not** exchange lockers with friends.

Lockers are not to be rigged. Students may **not** place stickers, labels, or any item with an adhesive material to their locker or any other locker on school grounds. Lockers will be inspected at the end of the year during locker clean out.

Locker thefts involving loss of valuables may be reported to the police. The school is **not** insured against loss or theft of personal property belonging to students. Lock all valuables while at physical education class – do not leave them in your backpack.

The lockers are the property of the school. The administration has a legal obligation to inspect a student's locker if there is a reasonable suspicion to believe that an article prohibited on school grounds is stored therein. No prior warning need be given the student when this occurs. The same rules apply to a field house locker assigned to students, except that a shortage of lockers may necessitate sharing.

Lost and Found

There is a storage room located near the main entrance of the school for lost and found items.

Messages

A message bulletin board is located just outside the junior high office. Except in the case of an **emergency**, all messages for students will be posted on the bulletin board. Students should check the board during the course of the day.

Telephones

Two public pay telephones are available in the following locations:

- ◆ the corridor near the main office
- ◆ in the field house lobby

Students should carry the proper change for telephone use. In cases of an emergency, students may be permitted to use the telephone in the main office.

STUDENT ACTIVITIES

Clubs

Junior high students are encouraged to participate and join a variety of clubs. Students who are interested in joining one or more clubs should check the Junior High after School Activities Schedule to learn more about the club, the club's advisor, and meeting times. Below is a list of the different junior high clubs. Students should also check the junior high activities brochure to read in detail about each club.

- ◆ Art Club
- ◆ Brainstormers (academic team)
- ◆ Chess Club
- ◆ Drama (junior high school play production)
- ◆ Friends of Rachel
- ◆ History Club
- ◆ Jazz Band
- ◆ Locks of Love
- ◆ Mathletes (after school math contests)
- ◆ Outreach 7-8 (after school homework help)
- ◆ Science Club
- ◆ Student Government (elections held in September)
- ◆ SADD (Students Against Drunk Driving)
- ◆ SWWAT – Students Waging War Against Tobacco
- ◆ Tapestry (literary magazine)
- ◆ Warhammer
- ◆ Yearbook

Junior high students may participate in a variety of other clubs that would include high school students. Students interested in these clubs should check the a.m./p.m. announcements in the main office to find out when these clubs meet.

National Junior Honor Society (NJHS)

The NJHS recognizes students in the areas of scholarship, character, leadership, citizenship and service. Students must have a minimum cumulative G.P.A. of 3.5 plus twenty (20) hours of volunteer work to be eligible to apply for membership into the NJHS. Membership is granted only to those students selected by the Faculty Council and who meet the requirements in character, leadership, citizenship and service. Information about who is eligible and the application process will be provided throughout the school year and members will be inducted at a special ceremony.

The induction ceremony for the NJHS will take place on April 28, 2011.

SEXUAL HARASSMENT OF STUDENTS

The Board of Education is committed to the principle that all students are entitled to equal opportunity and equal treatment in the classroom. The Board is committed to providing all students with a learning environment free from all forms of sexual harassment. The Board recognizes that sexual harassment is not only conduct which the actor intends to be hostile but includes that conduct which the target perceives to be offensive. Moreover, the Board recognizes that sexual harassment may originate from a person of either sex and may be directed against persons of the same sex or the opposite sex.

The Board condemns all behavior of a sexual nature between students and staff. In addition, any actions designed to make submission to sexual conduct a quid pro quo for access to benefits of an educational program or which forms the basis of gender based exclusion from participation in an academic program is also condemned. The Board recognizes that academic sexual harassment may take the form of conditioning a student's grade or academic progress upon submission to sexual activity or refusing to provide assistance to a student who alleges sexual harassment on the part of a staff member. The Board acknowledges that such conduct is illegal, in that it violates the civil rights of students, and under certain circumstances may constitute criminal conduct or may be in violation of the laws against child abuse or maltreatment.

The Board recognizes that sexual harassment may take the form of physical contact or verbal abuse and may be psychological in nature. The Board condemns behavior which may manifest itself in the creation of a hostile or embarrassing environment, through the telling of obscene or off color stories or jokes, the use of profane language, the raising of topics of a sexual nature with students of one gender or the other or the discussion of sexual matters when not tied to the curriculum or the course content. The Board also opposes any retaliatory action against any one filing a complaint alleging sexual harassment, as well as against anyone who appears as a witness concerning such a complaint.

Any student believing he or she has been subjected to sexual advances or any other form of sexual harassment should report the alleged misconduct immediately so that appropriate investigations can be commenced. Moreover, when such allegations are received, district personnel will conduct an investigation into such allegations and will determine whether such conduct constitutes illegal behavior or child abuse. In the event that such allegations constitute illegal behavior or child abuse, it is the policy of the Board to notify such agencies or authorities as required by law.

Administrative regulations concerning implementation of policy 5148, Sexual Harassment of Students.

1. **Reporting procedure.** Students who believe they have been subject to behavior that might constitute sexual harassment should report the concern to the guidance counselor or chair of the department at the secondary level or to the principal at the elementary level.

2. **Investigation.** The matter will be reported to the principal who will conduct an informal investigation and take such corrective measures as are consistent with the policy and the existing employee contracts and pertinent laws and regulations.

3. **Further action.** In the event the allegations continue or are of an increasingly serious nature, they will be reported to the Superintendent of Schools for additional investigation and if substantiated, disciplinary or additional counseling or remedial steps will be taken consistent with policies, laws and contracts.

4. Appeal of the action or response of the person to who the behavior was reported may be made to the next high administrative level, up to and including appeal to the Board of Education.



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.



Cold Spring Harbor Central School District

**Commitment to
PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE
Document**

Student Section

I have read the *Proper and Acceptable Student Technology Use* document – *Version BP11-09.3*. I agree to follow the rules contained in this document. I understand that if I violate the rules, my use of District technology may be terminated, and I may face other disciplinary measures.

Student Name (Print)

School

Grade

Student I.D. Number

Student Name (Sign)

Date

.....

Parent Section

I have read the *Proper and Acceptable Student Technology Use* document.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, District technology.

I will instruct my child regarding any restrictions I may impose that are in addition to the restrictions set forth in the *Proper and Acceptable Student Technology Use* document. I will emphasize to my child the importance of following the rules for personal safety.

Parent's Name (Print)

Parent's Name (Sign)

Date