

FOREWORD

We extend a warm welcome to all students for the 2012-2013 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 school community.

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

Joseph A. Monastero
Assistant Principal

Helen T. Browne
Assistant Principal/Director of Secondary Curriculum

Cold Spring Harbor Jr./Sr. High School

Respect & Responsibility

TIME SCHEDULE

Buses Arrive at Junior/Senior High School: 7:20 a.m. to 7:35 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

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT DIRECTORY

BOARD OF EDUCATION

Amelia (Amy) Brogan, President
Joseph Morante, Vice President
Janice Elkin
Lori Homer
Robert C. Hughes
Anthony Paolano
James Robins

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
Helen T. Browne, Ph.D.
Assistant Principal/Director of Secondary Curriculum
Denise Campbell
Director of Special Education & Pupil Services
Mark G. Margolies
Director of Buildings & Grounds
John Contess
Director of Technology
Ehrlich, Frazier & Feldman
Attorneys

JUNIOR HIGH SCHOOL OFFICE

Phone: 631-367-6800
Fax: 631-367-6823

FACULTY AND STAFF

| | |
|---|--|
| PRINCIPAL | Mr. Jay H. Matuk |
| ASSISTANT PRINCIPAL/DIRECTOR OF SECONDARY CURRICULUM | Dr. Helen T. Browne |
| ASSISTANT PRINCIPAL | Mr. Joseph A. Monastero |
| Guidance and Counseling Center: | Ms. Noreen Cambria <u>Director</u> 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: | Ms. Robin Acconi |
| Speech Therapist: | Ms. Christine Schwab |
| Special Education: | Ms. Diane Walsh <u>Chairperson</u> Ms. Maureen Blechschmidt Ms. Erin Goldthwaite Mr. Peter Gregorchuk Ms. Kerriane Konstantinakos Ms. Carolyn McIntyre (p/t) Mr. Gary Renart Mr. Steven Roberto Ms. Jennifer Uhrlass |
| Teacher Aides: | Ms. Arden Benvenuti Ms. Rosemary Heim Ms. Susan McManus Ms. Teresa Monfredo Ms. Paulette Sands Ms. Donna Zizek |
| Teacher Assistants: | Ms. Christine Barrese Ms. Denise Engel Ms. Linda Letica Mr. Michael Marrone Ms. Janet Mullen Ms. Kathleen Murray Ms. Christine Reilly Ms. Cynthia Scudieri Mr. Peter Stavros Ms. Janet Tschirhart Ms. Robin Weinberg |
| ESL: | Ms. Christine Copley |
| Art: | Ms. Andria McLaughlin <u>Chairperson</u> Ms. Laura Cirino Ms. Samantha Hayes |

| | |
|----------------------------|--|
| | Ms. Colleen Johnson Ms. Kristine Levy Ms. Christine Oswald |
| English: | Mr. John Borland Mr. Josh Bosley Ms. Nicole Gaffney Ms. Jeanne Glynn Ms. April Henry Ms. Meredith Martino Ms. Laura Mastracchio Mr. Keith Miller Mr. John Murphy Ms. Jessica Raniere Ms. Nicole Kearnes Ms. Joyce Schneider (p/t) Ms. Joanna Waters |
| Family & Consumer Science: | Ms. Myra Georgiou |
| Health: | Mr. Chris Homer Mr. Christopher Phelan Ms. Karen Uhl-Smith |
| Industrial Technology: | Mr. Jack Healy |
| Mathematics: | Ms. Christine Ackerman Mr. Dennis Bonn Mr. Matthew Chartan Mr. Martin Colucci Ms. Patricia Connolly Ms. Lauren Hayes Ms. Judy Innella Ms. Francyne Lanteri Ms. Melissa McLees Mr. Jonathan Mendreski Ms. Carissa Reddock Ms. Brigid Victorson Ms. Christine Watt |
| Music: | Mr. Philip Gray <u>Chairperson</u> Dr. Gerald Lee Felker Mr. Vaughn Fritts Mr. Timothy Jenks Dr. Matthew Marullo Mr. Robert Matthews |
| Physical Education: | Mr. James Amen <u>District Director</u> Mr. Steven Cacioppo Mr. Christian Lynch Mr. Christopher Phelan Ms. Danielle Skakandi Ms. Karen Uhl-Smith |
| Science: | Dr. Robert Colascione Ms. Deanna Diaz Mr. Diego Garcia Mr. Martin Glynn Mr. James Hardy |

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|--|--------------------------|
| | Ms. Eleni Koundi |
| | Mr. Jamie Lawlor |
| | Ms. Theresa Mercer |
| | Ms. Erin Oshan |
| | Mr. Jaak Raudsepp |
| | Mr. Matthew Sneider |
| | Ms. Jane Tofel |
| | Ms. Christine Villanti |
| Social Studies: | Dr. Michael Andrews |
| | Ms. Caryn Athanasio |
| | Ms. Danielle Beach |
| | Mr. Jeffrey Cootner |
| | Mr. Richard Greeney |
| | Ms. Allison Halloran |
| | Mr. Vincent Natale |
| | Mr. Anthony Pesca |
| | Mr. Brian Schiffmacher |
| | Ms. Victoria Terenzi |
| | Mr. Christopher Topping |
| | Mr. Ryan Towers (p/t) |
| Technology: | Mr. Michael Natale |
| | Mr. Jonathan Salvia |
| World Languages: | Ms. Carmen Campos |
| | Ms. Kathleen Fristensky |
| | Ms. Francoise Gaertner |
| | Ms. Paula Gozelski |
| | Ms. Sarah Hull-Martino |
| | Ms. Kelly Jordan |
| | Ms. Rebecca Koob |
| | Mr. Geoffrey Lennon |
| | Ms. Merritt Monck-Rowley |
| | Ms. Susanleigh Perissi |
| | Ms. Maria Segura |
| Account Clerk: | Ms. Jerri Henske |
| Asst. Principal's Secretary: | Ms. Annette DiPietro |
| Asst. Principal's Secretary: | Ms. Rosemary Malone |
| Faculty Secretary: | Ms. Olivia Curley |
| Guidance Secretary: | TBA |
| | Ms. Susan Frey |
| Library Secretary: | Ms. Sue Cuneo |
| Main Office Secretary: | TBA |
| Physical Education/Athletics Secretary: | Ms. Denise Vigilo |
| Principal's Secretary: | Ms. Marie Massa Quinn |
| Junior High Citizen Faculty Association: | Ms. Nancy Aboff |
| | Ms. Florie Marion |
| Custodial Staff: | Mr. Frank Channing |
| | <u>Head Custodian</u> |
| | Mr. William Boyd |
| | Mr. Sal DeCicco |
| | Ms. Christine Dowd |
| | Mr. Paul Dwyer |
| | Mr. Timothy Janson |

Mr. Stephen Lukralle
 Mr. Thomas McNulty
 Mr. Randolph Scott
 Mr. Joseph Servidio
 Mr. Dinoe Wilson

Grounds Staff:

Mr. Joseph Amendolare
 Mr. James Byrnes
 Mr. Vincent Scudieri

Maintenance:

Mr. Walter Coleman
 Mr. Patrick McHugh

DIRECTORY OF COMMUNITY REFERRAL AGENCIES

| | |
|---|---------------|
| Huntington Hospital | 351-2000 |
| Cold Spring Harbor Fire Department (emergency)..... | 911 |
| (other) | 692-6772 |
| Drug Hot Line - Huntington..... | 549-8700 |
| Family Service League..... | 427-3700 |
| Alanon | 669-2827 |
| Middle Earth Center (Suicide Prevention) | 679-1111 |
| BOCES..... | 549-4900 |
| Cold Spring Harbor Library..... | 692-6820 |
| Huntington Library | 427-5165 |
| Huntington Youth Bureau | 351-3061 |
| Suffolk County Police Dept. (emergency)..... | 911 |
| (other) | 854-8200 |
| Nassau County Police Department (emergency) | 911 |
| (other) | (516)573-7000 |
| Lloyd Harbor Police Department | 549-8800 |
| Huntington Town Hall..... | 351-3014 |
| Catholic Charities | 543-6200 |
| Jewish Assoc. Services for the Aged | 724-6300 |
| Lutheran Community Services | 724-5911 |
| Juvenile Services (Suffolk)..... | 345-6192 |
| Senior Citizens of Huntington Township..... | 351-3253 |
| Tri Community & Youth Agency | 673-3303 |
| NYS Child Abuse Reporting Service | 800-342-3720 |
| Huntington Community First Aid Squad | |
| (emergency)..... | 421-1212 |
| (other) | 421-1263 |
| AIDS Hotline | 385-AIDS |
| Victim Information Bureau of Suffolk | 360-3606 |

INSTRUCTIONAL PROGRAM

REQUIRED COURSES

Seventh Grade

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

Eighth Grade

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

Note: Successful completion of a two year junior high language sequence, French 1A, Spanish 1A and French 1B, Spanish 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 4, 2012, the first day of school, will be day 1. Assuming there are no unexpected days off, September 11, 2012 will be day 6 and September 12, 2012 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.

COUNSELING CENTER

The primary goal of the junior high counseling center 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 counseling center 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.

LIBRARY MEDIA CENTER

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

THE NYS ASSESSMENT TESTS IN ENGLISH LANGUAGE ARTS, MATH 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 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.

The dates for the NYS Assessment Tests:

ELA 7-8 Tuesday, April 10th through Thursday, April 18th – start time 7:45 a.m.
 Math 7-8 Wednesday, April 24th through Friday, April 26th – start time 7:45 a.m.
 8th Grade Living Environment Regents Tuesday, June 11th – start time 12:30 p.m.

GRADING

GRADE REPORTING PERIODS

2012-2013

Junior/Senior High progress reports and report cards are only available online. They can be accessed through the school website on the “parent portal” [HTTPS://parentportal.eschooldata.com](https://parentportal.eschooldata.com)

Report posting dates:

Report Cards- November 13th, February 1st, April 12th and June 28th

Progress Reports- October 9th, December 11th, March 1st and May 3rd

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 (41 days)

Tuesday, September 4– Monday, November 5

| | | |
|----------------------------|---------|-------------|
| Progress Reports Available | Monday | October 9 |
| Report Cards Available | Tuesday | November 13 |

Second Marking Period (43 days)

Wednesday, November 7 – Friday, January 18

| | | |
|----------------------------|----------|---------------|
| Progress Reports Available | Tuesday | December 11 |
| Regents/RCT Exams | Tues-Fri | January 22-25 |
| Report Cards Available | Monday | February 1 |

Third Marking Period (43 days)

Tuesday, January 22 – Friday, April 5

| | | |
|----------------------------|--------|----------|
| Progress Reports Available | Friday | March 1 |
| Report Cards Available | Friday | April 12 |

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

Monday, April 8 – Thursday, June 6

| | | |
|----------------------------|------------|-------------|
| Progress Reports Available | Friday | May 3 |
| Final Exams | Fri-Mon | June 7 & 10 |
| Regents/RCT Exams | Tues-Thurs | June 11-20 |
| Report Cards Available | Friday | June 28 |

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.

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.

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 |

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 by checking the Junior High Extra Help Schedule which lists the teacher's name, days, times and location of their extra help and also by checking each teacher's webpage at www.csh.k12.ny.us, click on teacher websites on the left of the home page.

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.

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 |

PLAGIARISM

Plagiarism is claiming someone else's work or ideas as your own. This includes:

- copying another student's paper, answers or homework
- passing off another person's ideas as your own
- failing to cite* direct quotations** and borrowed ideas
- failing to put paraphrases*** and summaries into your own words
- failing to enclose someone else's language or words in quotation marks
- incorrectly citing*

***Cite/citing/citation**

In-text citation (internal citation): directions for your reader for finding the original source in your list of works cited. This usually takes the form of the author's last name and page number in parentheses.

****Direct quotation:** someone's exact words, phrases or sentences used in your text. Such a quotation should preserve the original author's intent.

*****Paraphrase:** a restatement (in your own words and style) of a passage found in an original source. Changing two words in a ten word sentence **is not** paraphrasing. Think about the idea; then put it in your own words.

Works cited: your list of each source used in your project and its publication information. This enables the reader to find your original sources.

Original source: the source from which you quote or paraphrase. This can be a book, article, website, database article, interview, television show, song, documentary, movie, performance work of art, map, radio program, lecture, legal source, government publication, pamphlet, personal letter, etc.

Students will view a Power Point Presentation in every English class each school year which further describes plagiarism and its possible consequences. This presentation can also be found on the English Department's website.

POLICY

The school recognizes the value of the Advanced Placement Program, not only in affording challenge for the more able student but in its potential for uplifting the total academic atmosphere of the school. Advanced Placement level courses will therefore be offered, where possible, to selected students in certain disciplines. Where enrollment necessitates at a particular level, the Advanced Placement Course may be integrated within the traditionally designed "Honors" level course.

SELECTION PROCEDURE

Students may "self select" for AP, Accelerated or Honors courses. Teachers still recommend students for these higher level courses. Students are strongly advised to seek the advice of their recommending teacher as well as their counselor before selecting.

A.P. EXAMINATIONS

Students who are enrolled in a course designated AP are expected to take the Advanced Placement Examination in that discipline. Since the potential for obtaining college credit exists, the cost of the examination is to be borne by the student and/or the student's family.

If a student in an AP course fails to take the AP examination without a valid and legal excuse, a notation will be made on the student's guidance record to reflect this fact and the AP designation removed from the student's transcript. If the student is a graduating senior, transcripts which are forwarded to colleges will be corrected.

REPORTING AP EXAM GRADES

In accordance with recent decisions, only students have the right to forward their AP grades to colleges and universities. The Educational Testing Service, of which the Advanced Placement Program is a part, directs that school personnel not affix AP grade labels to transcripts or other records that will be sent to these institutions. **IT IS, THEREFORE, THE RESPONSIBILITY OF THE STUDENTS TO SEND THEIR SCORES TO THE APPROPRIATE INSTITUTIONS**

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 (631) **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 New York 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

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.

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.

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.

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.

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 7th and 10th.

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.

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, detention and/or suspension.

LATENESS TO SCHOOL

Homeroom is 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 four (4) 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.

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

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 week notice must be given to arrange for such hosting.

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.

CODE OF CONDUCT

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. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

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 consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly.

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 race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

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. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanism to manage their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. 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.

C. 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, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include revealing garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

DISCIPLINARY POLICY

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 disorderly conduct include, but are not limited to:
1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gesture that is 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 is insubordinate. Examples of insubordinate conduct 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 disrespect.
 2. Leaving school without permission.
 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct 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, I-pods, digital cameras, in a manner that is in violation of district or building policy.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. 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.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. 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.
 7. 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 conduct include, but are not limited to:
1. 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.
 2. 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.
 3. 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.
 4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a

basis for treating another in a negative manner.

5. Harassment, which includes a sufficiently severe action or 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.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Bullying, which consists of inappropriate persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering others.
 8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 9. Selling, using or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 12. Possessing, consuming, selling, distributing, exchanging alcoholic beverages, illegal substances, or drug paraphernalia, 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." Possessing, use or exchange of "drug paraphernalia."
 13. Inappropriately using or sharing prescription and over-the-counter drugs.
 14. Gambling.
 15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, or 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 misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism. (See Appendix "I" for definition)
 2. Cheating.
 3. Copying.
 4. Altering records.
 5. Assisting another student in any of the above actions.
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
 2. Threatening or harassing students or school personnel over the phone or other electronic medium.

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written notification – to teacher/building administration/district administration
3. Written notification to parent
4. Detention – teachers, administration
5. Suspension from transportation – administration, Superintendent
6. Suspension from athletic participation - coaches, Athletic Director, Administration
7. Suspension from social or extracurricular activities – activity director, administration
8. Suspension of other privileges – administration

9. In-school suspension – administration
10. Removal from classroom – administration
11. Short-term (five days or less) suspension from school – Principal
12. Long-term (more than five days) suspension from school – Superintendent, Board
13. Permanent suspension from school – Superintendent, Board

PROCEDURES

All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

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 penalty involved.

5. Suspension from school

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

- a. Short term (five days or less) Suspension from School

When the Superintendent or Principal (Referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the administration must immediately notify the student orally. If the student denies the misconduct, the administration must provide an explanation of the basis for the proposed suspension. The administration must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

- b. Long term (more than 5 days) Suspension from School

When the Superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present other evidence on his or her behalf.

The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

- c. Permanent Suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

Possession of alcohol, illegal substances or drug paraphernalia, or being under the influence of alcohol or illegal substances on school grounds or at a school-related function, will result in a student's receiving an out of school suspension for up to five (5) days with the potential for a recommendation for a Superintendent's Hearing.

Procedures

When a student of compulsory attendance age is suspended from school the district will take immediate steps to provide alternative means of instruction for the student.

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 defined as a punishment inflicted upon the person or body of a student in retribution for misconduct. The term also includes the use of unreasonable force in handling students or striking students in anger.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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, including a manifestation hearing to determine if the student's conduct is a manifestation of the student's disability.

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 penalty 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.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, Assistant Principals, the school nurse and district security officials to conduct searches of students and their belongings 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.

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

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

CELLULAR TELEPHONES/IPODS/MP3 PLAYERS

MP3 Players/IPODS or other music devices are not to 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.

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.

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.

FOOD AND/OR DRINK

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

ILLEGAL BEHAVIOR – 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.

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.

PERSONAL PROPERTY

The Cold Spring Harbor Central School 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). Furthermore, the school district will not assume responsibility or liability for such loss of personal property which is stored by students in any lockers or other locations on school district premises.

Students should not bring valuable personal property to school or school events. Lockers are made available as a convenience for students, but should never be used to store valuables.

POLICY OF NON-DISCRIMINATION

The Board of Education, its officers and employees, shall not discriminate in its programs and activities on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability or predisposing genetic characteristic. The district will provide notice of this policy in accordance with federal and state law and regulation.

The Board of Education, its officers and employees shall not discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

The **Assistant Superintendent for Business and the Director of Special Education and Pupil Services** has been designated to handle inquiries regarding the district's non-discrimination policies. Contact information for the **Assistant Superintendent for Business and the Director of Special Education and Pupil Services** is available on the district's website.

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 and 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.

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.

POLICY ON 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 victims 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.

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

The Board is committed to providing an educational and working environment that promotes respect, dignity and quality 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.

Because sexual harassment can occur staff to student, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all reported complaints of sexual harassment, either formal or informal verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complainant, the district will determine if accommodations need to be made until the issue is resolved.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment as appropriate. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

This policy shall be posted in a prominent place in each district facility and on the district's website, student and employee handbooks, and other appropriate school publications.

ADMINISTRATIVE REGULATIONS CONCERNING IMPLEMENTATION OF POLICY ON SEXUAL HARASSMENT

Reporting Complaints

Any person who believes he or she has been the victim of sexual harassment by a student, district employee or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with **Principal or the Title IX coordinator**. The Board of Education, at its annual reorganization meeting, shall appoint one male Title IX coordinator and one female Title IX coordinator. For the 2012-2013 school year the coordinators are William Bernhard and Denise Campbell.

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the **Principal and/or a Title IX coordinator**.

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the victim's response to the harassment.

Investigation

The **Principal or the Title IX coordinator** shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the **Principal or the Title IX coordinator** should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

District –level Procedure

The Superintendent shall promptly facilitate an investigation and resolution of all sexual harassment complaints that are referred to him/her by a **Principal or Title IX coordinator**.

If a district investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment.

Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action.

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.

Definitions:

Bullying – Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a

violation of law, this policy will use the term bullying (which is usually subsumed under the term “harassment”) to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

There are at least three kinds of bullying: verbal, physical and social/relational.

- Verbal bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications (“cyberbullying”), anonymous notes, etc.
- Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.
- Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

Discrimination – Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the *Definitions* section, under Harassment, below).

Hazing – Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Harassment – Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Student Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression).

In some instances, bullying or harassment may constitute a violation of an individual’s civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protections.

Reporting and Investigation

Although it can be difficult to step forward, the district can’t effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children has been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to the school’s Principal, or in the case of the Jr/Sr High School, the Assistant Principal. Written complaints should include the following: Student’s name and grade; a description of the incident, including the date, time and location of the incident; the name(s) of individual(s) accused of bullying/harassment; the identity of any witnesses who may have observed the incident. At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy, or, if applicable **[0100, Equal Opportunity and Nondiscrimination, or 0110, Sexual Harassment]** and the district’s Code of Conduct. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with their supervisor. Incidents will be included in the Violent and Disruptive Incident Reporting (VADIR) system when applicable.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to their building principal or other administrator who supervises their employment. In addition, there shall be a further duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying of which they are made aware by students to their building principals or other administrator who supervises their employment. Supervisors will refer the information to appropriate district staff for investigation as designated in regulation. A district employee may be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident, whether or not the target complains.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive

choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the district's Code of Conduct.

Non-Retaliation

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

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.

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.

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.

TESTS

Screening tests of vision and scoliosis are done yearly by the school nurse.

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, 2012 must have the series completed or the student will ***not*** be allowed to begin school.

PHYSICAL EDUCATION AND INTERSCHOLASTIC ATHLETICS

PHYSICAL EDUCATION GENERAL INFORMATION

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 dressed in appropriate attire for physical education classes. Appropriate attire for physical education includes 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 INTERSCHOLASTIC ATHLETICS-GENERAL INFORMATION

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.

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."

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.

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.

ATTENDANCE REQUIREMENTS FOR INTERSCHOLASTIC ATHLETICS

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.

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.

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.

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.

REQUIRED FORMS

- **Authorization Card** – 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.

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.

SPORTS SEASONS AND TEAMS AVAILABLE

Fall Season: September 6

Boys: Football, Soccer, Cross Country*

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

Winter Season I: November 5

Boys: Basketball, Swimming, Winter Track*

Girls: Volleyball, Winter Track*

Winter Season II: January 14

Boys: Volleyball, Wrestling, Winter Track*

Girls: Basketball, Winter Track*

Spring Season: April 2

Boys: Baseball, Lacrosse, Tennis, Track*

Girls: Lacrosse, Softball, Track*

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

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.

GENERAL INFORMATION

BREAKFAST PROGRAM

Before school breakfast will be available in cafeteria A from 7:15 to 7:30 a.m. and during periods 1, 2, and 3. This program is open to all students before school and to students who are assigned to Study Hall in Cafeteria B during periods 1, 2 and 3. No foods may be carried out of the cafeteria area. (This rule applies to lunch time as well.) Students are not allowed to leave classes to go to the cafeteria.

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 |

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.

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.

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.

All students have a lunch period and are expected to eat in the cafeteria. Food and drink should not be taken outside or carried through the building, except with prior staff permission. When finished eating, students are responsible for "**cleaning up**" the table used.

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 junior high office.

TEXTBOOKS/LIBRARY BOOKS

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 or library books. Students owing anything to the school will not be issued additional textbooks.

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 details 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 25, 2013.

PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE

2012-2013

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.***

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.

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.

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.

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.

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.

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.

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.

PERSONAL SAFETY

Personal contact information about oneself or other people must not be posted. This includes, but is not limited to, last names, tele-

phone 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.

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.

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.

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.

Commitment to PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE Document 2012-2013

STUDENT SECTION

I have read the *Proper and Acceptable Student Technology Use* document – Version BP11-09.4. 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 ID 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 misuse of 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