

# Lloyd Harbor School

## 2017-2018

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

### MAIN OFFICE

Valerie R. Massimo, *Principal*  
Phil Gray, *Asst. to the Principal*  
Cecilia McGann, Kathleen Boyle, *Secretaries*

### HEALTH OFFICE

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

### TRANSPORTATION

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

### COLD SPRING HARBOR DISTRICT ADMINISTRATION

Robert C. Fenter, *Superintendent*  
Lydia Bellino, *Assistant Superintendent for Curriculum and Instruction*  
James J. Stucchio, *Assistant Superintendent for Business*  
Denise Campbell, *Assistant Superintendent for Student Services and Human Resources*  
Mark G. Margolies, *Director of Buildings and Grounds*  
Joe Monastero, *Executive Director of Instructional & Administrative Technology*  
Michael Bongino, *Director of Athletics, Health, and Physical Education*  
Theresa Donohue, *Director of Humanities (ELA and Social Studies)*  
Meridyth Hansen, *Director of STEM (Math and Science)*

### BOARD OF EDUCATION

Mark McAteer-President, Ingrid L. Wright-Vice President  
Amelia Brogan, Janice Elkin, Mark Freidberg, Anthony Paolano, Lizabeth S. Squicciarini

This agenda belongs to:

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

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

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

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

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

**LLOYD HARBOR SCHOOL**  
**2017- 2018**

<b>Grade 2</b>	Ms. Patricia Cooney Ms. Therese Craco Ms. Kelly Rivera	<b>Psychologist</b>	Dr. Wendy Moss
<b>Grade 3</b>	Ms. Laura Classi Ms. Kathleen Smith Ms. Kristin Terry	<b>Science</b>	Ms. Julia Glass
<b>Grade 4</b>	Ms. Maryjean Caputo Ms. Laura LaPollo Ms. Kristen Sewell	<b>Social Worker</b>	Ms. Eleanor Fuller
<b>Grade 5</b>	<u>Team</u> Ms. Cherie Barrese Ms. Eileen Conroy Ms. Jean Palmer Ms. Deirdre Wetzel	<b>Speech/Language</b>	Ms. Rachel Schnurr Ms. Kate Terry
<b>Grade 6</b>	<u>Team</u> Mr. Kevin Craine Ms. Carolyn Matthews Ms. Whitney O'Donnell Mr. Kevin O'Rourke	<b>Support Services</b>	Ms. ChrisAnn Burmeister Ms. Carolyn Christ Ms. Ashley Danielski Ms. Traci Mankuta
<b>AIS</b>	Ms. Ferne Chase Ms. Julia Glass	<b>Teaching Assistants</b>	Ms. Barbara Archer Ms. Maria Ball Ms. Diana DeRise Ms. Tara Fehrs Ms. Christine Garramone Ms. Geraldine Mossa Ms. Jennifer Mugavero Ms. Diane Scherff Ms. Marianne Sganga
<b>Art</b>	Ms. Ann McLam	<b>Lunch Aides</b>	Ms. Susanne Ambrosio Ms. Donna Cohen Ms. Joanne Kersch Ms. Carmela Lundgren Ms. Karen Schwartz Ms. Barbara Vitarelli
<b>Computers</b>	Ms. Margaret Diehl	<b>Classroom Aides</b>	Ms. Dana Alessi Ms. Luciana Sini
<b>ESL</b>	Ms. Christine Copley	<b>Custodial Staff</b>	Mr. Jay Genova, <i>Head Cust.</i> Mr. James Collins Mr. Joe Judge Mr. Clarence Powell Mr. Walter Tillotson
<b>FLES</b>	Ms. Jennifer Coniglio Ms. Sandra Rivadeneyra	<b>Kitchen</b>	Ms. Eleni Themelis Ms. Alba Benite Ms. Jeanne Lupo
<b>Library</b>	Ms. Maryellen DiCioccio	<b>Security</b>	Mr. Steve Cuomo Mr. Paul Dotzler
<b>Music Band Orchestra GM/Chorus</b>	Mr. Brent Chiarello, <i>Director</i> Mr. Gary Meyer Ms. Heather Daniels-Rosenblatt TBD		
<b>Physical Education &amp; Health</b>	Mr. Christian Lynch Mr. Joe Toscano		

# GENERAL INFORMATION

## **MORNING ARRIVAL**

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

## **LATENESS**

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

## **ABSENCES**

**It is the responsibility of the parent or guardian to notify the school when a child is ill or will be absent from school.** Parents are requested to call or email the school nurse (631-367-8850) between 8:30 A.M. and 9:30 A.M. on the day of the absence. If a call/email is not received, you will be contacted by school personnel. When it is known in advance that a child will be absent due to family business, please notify the child's teacher before the date of absence.

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

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

## **AFTERNOON DISMISSAL**

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

## **BUS TRANSPORTATION**

Safety is a major concern of bus riding. Students are expected to behave in a safe and respectful manner while waiting at the bus stop and when riding on the school bus. **Children are to be seated at all times when the bus is in motion.** The driver will report any misconduct to administration. Repeated misconduct will cause the student to lose his/her bus privilege.

Parents should note that the drivers have been instructed to pick up and drop off children only at scheduled stops. If there is a situation that requires a child to ride a different bus from school or to change a point of departure from their bus, he/she is required to have a written note to that effect from the parent. Due to space and safety factors, a student is not permitted to bring more than two friends home on his/her bus on any given day. Accordingly, we are unable to provide transportation for children to attend an after-school party at a friend's home. Questions or concerns about bus transportation should be directed to the District Transportation Office (367-5920).

## **DISMISSAL CHANGES**

To ensure that dismissal is orderly and safe for all children, **dismissal plans should be as consistent as possible**. Dismissal changes should be made only when *absolutely necessary*, as they are a *source of confusion for children*. If a change is necessary, a note must be sent to the **classroom teacher (not the main office)** with the child in the morning. All dismissal changes must be documented in writing.

We respectfully request that you avoid making last-minute changes by calling the office. While we will certainly honor your request in an **emergency**, please know that mid-day changes result in interruptions to the classroom and distress for children. If a **true emergency** arises during the day and your child's dismissal plan needs to be changed, you should make a **phone call to the office** (followed up by an email or a fax). Also, these changes must be communicated by **2:45PM**.

## **EARLY PICK-UP/DISMISSAL**

Parents should come to the Main Office or send a note with their child to the classroom teacher, if there is any reason that a student needs to leave school early. Parents, or a designated adult, must sign the student out when leaving before dismissal. This procedure is designed for the safety and protection of our children. NOTE: *A child who is an early pick up must be picked up by 2:45PM from the office. After that time, he/she will be picked up at the back circle at dismissal – 3:05PM. Whenever possible, parents should schedule appointments for their child during non-school hours to avoid interrupting his/her school day.* If a child is released early from school due to illness, he/she may not participate in after school activities. If a child is returned to school before the end of the day, he/she should report to the greeter desk and sign back in before re-entering class. All early pick-ups are entered into the computer.

## **VISITOR INFORMATION**

All visitors, including parents, must sign in at the reception desk located outside the main office. Parents are always welcome but should make an appointment if they wish to see a faculty/staff member. Visitors are not permitted to go directly to the classrooms. They will be directed by our greeter to the appropriate area. In an emergency, parents may drop off forgotten items that students need (musical instruments, pick up notes, sneakers, books and lunches) at the reception area. These items will be sent to the student's classroom.

## **PARKING RULES**

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

Please adhere to the following practices:

1. Do not park in any area that is marked "No Parking".
2. Parking is prohibited on both sides of School Lane.
3. Parking is prohibited in the front circle, with the exception of the short-term (10 minute) parking spaces provided (marked in white).
4. During AM/PM bus times and fire drills, cars may not enter or exit the front circle.
5. If you are picking up your child from the front office and the short-term parking spaces are taken, you must park in the side parking lot.
6. All short-term visitors must park in the designated spaces in the side parking lot (Visitor's Parking).
7. All long term visitors must park in the back parking lot behind the school.
8. Parking is prohibited in the back circle.
9. During school-wide events (plays, concerts, etc.), the fields behind the school will be made available for parking.

## **LUNCH PROGRAM**

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

The cost of school lunch is \$2.75, which can be paid in cash on a daily basis or prepaid to each student's individual account by cash, check or online through ([www.myschoolbucks.com](http://www.myschoolbucks.com)). It is recommended that students use prepaid accounts to avoid the morning scramble for cash, and having to bring money to school. Please be aware that NutriKids assesses a flat fee of \$1.95 per transaction. To avoid the service fee, you can send a check directly to school, either by mail or with your child. Please include your child's name and ID number. Checks should be made payable to ***Cold Spring Harbor Lunch Fund***. A menu will be posted on the school website each month.

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

- ★ ***We will speak in indoor voices.***
- ★ ***We will demonstrate respect to everyone in the cafeteria.***
- ★ ***We will stop talking as soon as an adult begins using the microphone.***
- ★ ***We will clean up after ourselves.***
- ★ ***We will cooperate by listening to directions and lining up when asked.***
- ★ ***We will have a written pass from a teacher to leave the lunchroom.***

## **RECESS**

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

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

- ★ ***We will move quietly through the halls to outdoor recess.***
- ★ ***We will get adult permission to leave the playground/field/classroom.***
- ★ ***We will respect our classmates and our school environment.***
- ★ ***We will not eat food outside the cafeteria.***
- ★ ***We will line up when the whistle sounds.***

## **NUTRITION POLICY/BIRTHDAYS IN SCHOOL**

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

In an effort to promote good health and nutrition, there is a District policy that outlines procedures to follow when food is brought into the classroom for distribution. This policy specifies that parents will be notified prior to an event or celebration when food will be served. On the day of distribution, a **copy of the ingredients** must accompany the food. Healthy choices are always preferred. Candy, soda, and food containing artificial sweeteners cannot be distributed at any time, including all holiday celebrations (such as Halloween and Valentine's Day).

## **MEDICAL INFORMATION**

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

Third and fifth grade students are required to have screening tests of hearing. Students in grades second, third, and fifth are required to have vision tests performed annually by the school nurse. In addition, New York State Education Law requires that all students in grades five and six receive a yearly school screening for scoliosis (curvature of the spine). All sixth graders who are eleven must receive a Tdap booster before returning to school in September.

Parents are specifically requested to report to the school nurse all cases of communicable diseases.

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

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

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

## **ACCIDENTS**

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

## **EMERGENCY CONTACT INFORMATION**

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

## **PARENT/TEACHER COMMUNICATION**

### Emails/Phone Calls

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

### Parent-Teacher Conferences

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

## **REPORT CARDS**

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

## **STUDENT RECORDS**

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

## **FIELD TRIPS**

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

### Parent Chaperones

The role of a field trip chaperone is one that teachers and students appreciate and need. The purpose of asking parents to serve as chaperones on school field trips is twofold:

- ★ to provide supervision necessary to ensure student safety
- ★ to provide the appropriate number of responsible adults who have an interest or expertise in the area of study the trip supports.

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

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

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

## **STUDENT DRESS CODE**

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

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

## **TELEPHONE USE**

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

## **ELECTRONICS/TECHNOLOGY**

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

- **Cell phones, iPods/iTouches, video games** and other **electronic devices** must be kept in students' backpacks during the school day and may **not be used** unless a teacher will be supervising their use for instructional purposes.
- Internet access is only permitted when supervised by an adult. **As always, students must adhere to our *Proper and Acceptable Student Technology Use* document.**
- If a student needs to call home, he/she should ask permission to use the phone in the main office. **Students are not allowed to use cell phones during the school day.**
- No **unauthorized** taking of **photos** or **video/audio** recordings are permitted at any time during the school year. This includes posting to the Internet.
- Please refer to the CSH Code of Conduct (on pages to follow) for information on cyber bullying.

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

## **LOST AND FOUND**

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

## **SCHOOL CLOSINGS/DELAYED OPENINGS**

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

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

When school is closed because of bad weather, extra-curricular activities (morning and afternoon) and meetings held at the school are cancelled. In the event that we have a **delayed opening**, all before-school activities are cancelled for that morning.

## **SCHOOL IMPROVEMENT TEAM**

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

## STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
I have the right to be happy and to be treated with respect in school. This means that no one will laugh at me or hurt my feelings.	I have the responsibility to treat others with respect. This means that I will not laugh at others, tease others, or try to hurt the feelings of others.
I have the right to be myself in school. This means that no one will treat me unfairly because of my racial/ethnic background, my religious beliefs, my gender, my physical condition, or my learning ability.	I have the responsibility to respect others as individuals and not to treat others un-fairly because of their racial/ethnic background, their religious beliefs, their gender, their physical condition, or their learning ability.
I have the right to enjoy the efforts and considerations of my teachers and other members of the school staff. This means that caring people will help me learn to the best of my ability.	I have the responsibility to help maintain my attention, participation and effort in the classroom, and show all staff members cooperation and respect.
I have the right to hear and be heard in school. This means that I will be free to express my feelings and opinions in a constructive way without being interrupted or punished.	I have the responsibility to help maintain a calm and quiet atmosphere in school. This means that I will not yell, make loud noises, scream, shout or otherwise disturb others.
I have the right to learn about myself and others in school. This means that I will be free to express my feelings and opinions in a constructive way without being interrupted or punished.	I have the responsibility to learn about myself and others in school. This means that I will not interrupt or threaten others who express their feelings and opinions.
I have the right to learn self-control in school. This means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.	I have the responsibility to learn self-control in school. This means that I will strive to exercise my rights without denying the same rights of others; and I will expect to be corrected when I do abuse the rights of others, as they shall be corrected if my rights are abused.
I have the right to expect that all these will be mine in all circumstances as long as I am exercising my full responsibilities.	I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.
I have the right to have this Code of Conduct presented and explained to me at the beginning of each year to remind me of my rights and responsibilities.	I have the responsibility to be aware of and follow the expectations in the Code of Conduct.
<i>Absence:</i> I have the right to attend classes in a healthful environment	I have the responsibility to maintain my health and be considerate of others.
<i>Alcohol/Drugs:</i> I have the right to attend school in an alcohol and drug free environment.	I have the responsibility to maintain a healthy body and mind by refraining from the use of alcohol and drugs.
<i>Assembly:</i> I have the right to attend an assembly program free from annoying and disturbing behavior.	I have the responsibility to conduct myself in an appropriate manner as a member of an audience.
<i>Attendance:</i> I have the right to a full and complete education.	I have the responsibility to be present for instruction when school is in session.
<i>Bus:</i> I have the right to expect that I will be transported to and from school in a safe environment.	I have the responsibility to exhibit self-control and to observe all safety rules on the school bus.
<i>Cafeteria:</i> I have the right to enjoy my lunch in a pleasant, orderly, and clean atmosphere.	I have the responsibility to eat my lunch in such a manner that will not disturb others.
<i>Classroom:</i> I have the right to enjoy the efforts of my teacher so that I may learn to the best of my ability.	I have the responsibility to be attentive, cooperative, and respectful in the classroom so that I and my classmates may learn.
<i>Corridors:</i> I have the right to a calm and quiet atmosphere in school.	I have the responsibility to walk quietly through the halls so as not to interfere with or disturb others.
<i>Destruction of Property:</i> I have the right to expect my property to be safe in school.	I have the responsibility not to steal or destroy the property of others, including school property.
<i>Dress:</i> I have the right to expect other children to attend school in a clean and neat manner. No hats worn indoors.	I have the responsibility to come to school in clean, neat attire.
<i>Fighting:</i> I have the right to attend school without being physically abused by my classmates.	I have the responsibility to make the school safe by not hitting anyone, pushing anyone, or otherwise endangering anyone.
<i>Homework:</i> I have the right to expect a reasonable amount of homework that I can satisfactorily complete myself.	I have the responsibility to complete and submit assignments promptly.
<i>Playground:</i> I have the right to expect the playground to have a safe and pleasant atmosphere.	I have the responsibility to use the playground area and equipment in an appropriate manner. I also have the responsibility to leave the playground when recess is over.
<i>Safety:</i> I have the right to learn in a safe educational environment.	I have the responsibility to observe all safety rules in school and to behave in such a way that I do not endanger the health or safety of others.

### **DIGNITY FOR ALL STUDENTS ACT**

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

# SCHOOL DISTRICT POLICIES

**Additional information on Board of Education Policies can be found on our District website.**

## ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

### Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator. (including, but not limited to, absences due to circumstances related to homelessness). All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

### General Procedures/Data Collection

- Attendance will be taken during each class period.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record. The coding system used to identify the reason for a student's ATED can be found on the district's electronic student management system
- Student ATED data shall be available to and should be reviewed by the building principal in an expeditious manner for the purpose of initiating appropriate action to address attendance concerns.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately.

Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.

- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year.

### Disciplinary Consequences

A designated staff member(s) will contact the student's parents and the student's guidance counselor/social worker in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined as: (insert number of consecutive absences, and/or total absences, or tardies). Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Unexcused ATEDs will result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board [policy](#) and [regulation 5460](#), Child Abuse in a Domestic Setting, and advise the District Homeless Liaison.

### Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance.

Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), should arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

### **CSH 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.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

### **PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis educating students on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the school community.
  6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend without permission from the administrator in charge of the building.
  7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- 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. Lateness for, missing or 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, ethnic group, religion, religious practice, sex, gender(identity and expression), sexual orientation, weight or disability as a basis for treating another in a negative manner.
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. Harassment is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror (See policy 0115 for a more complete definition).
8. Hazing, which an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition)
9. Selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe, electronic cigarette; or other related device, or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD,PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
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, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

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

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

H. Engage in off-campus 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 be 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. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the staff
2. Written notification – to teacher/building administration/district
3. Written notification to parent
4. Detention – teacher, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – coaches, Athletic Director, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal , Superintendent
9. In School suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short –term (five days or less) suspension from school – Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school – Superintendent, Board
13. Permanent suspension from school – Superintendent, Board.

## **TRESPASSING**

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

## **STUDENT CONDUCT ON SCHOOL BUSES**

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

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

Since the school bus may be regarded as an extension of the classroom, children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. It is important that those waiting for buses conduct themselves properly in respect to the rights and property of others.

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

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

## **SEXUAL HARASSMENT**

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

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

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

## **STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION**

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

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

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



## Cold Spring Harbor Central School District

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### **PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE**

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

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

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

#### **Proper Use**

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

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

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

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

#### **Inappropriate Materials/Language**

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

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

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

#### **Confidentiality**

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

#### **Personal Safety**

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

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

#### **Email**

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

### **Illegal Activities**

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

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

### **Respecting Others**

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

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

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

### **Network Security**

The following actions are prohibited:

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

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

### **Due Process**

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

### **Limitation of District Liability**

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

### **Liability of Users**

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

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