

# *West Side School*

**2018 – 2019**

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## **MAIN OFFICE**

Lydia Bellino, *Interim Principal*

Donna Buttacavoli, *Secretary to the Principal*

Eileen Breaton, *Main Office Secretary*

## **HEALTH OFFICE**

516.692.7950

Diana Marlow, *R.N.*

## **COLD SPRING HARBOR DISTRICT ADMINISTRATION**

Robert C. Fenter, *Superintendent*

Kurt Simon, *Assistant Superintendent for Curriculum and Instruction*

James Stucchio, *Assistant Superintendent for Business*

Denise Campbell, *Assistant Superintendent for Student Services and Human Resources*

Michael Bongino, *Director of Interscholastic Athletics, Physical Education and Health*

Mark G. Margolies, *Director of Buildings and Grounds*

Mr. Joseph Monastero, *Executive Director of Instructional and Administrative Technology*

Meridyth Hansen, *Director of STEM (Science and Math)*

Theresa Donohue, *Director of Humanities (ELA and Social Studies)*

## **BOARD OF EDUCATION**

Ingrid Wright – *President*, Anthony Paolano – *Vice President*

Amelia Brogan, Janice Elkin, Mark Freidberg, Mark McAteer and Lizabeth S. Squicciarini

### **This agenda book 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** \_\_\_\_\_

# West Side School

2018 – 2019

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<b>Grade 2</b>	Ms. Maureen Ryan Ms. Diane Santoro Ms. Stephanie Scanlon	<b>Orchestra</b>	Ms. Heather Daniels
		<b>Permanent Subs</b>	Ms. Lisa Arena Ms. Joanne Day
<b>Grade 3</b>	Ms. Kathryn Dopico Ms. Sharon Manning	<b>Physical Education</b>	Mr. Steven Forbes
<b>Grade 4</b>	Ms. Melissa Dudek Ms. Deborah Levesque	<b>Psychologist</b>	Ms. Deanna Latham
		<b>Science</b>	Ms. Julia Glass
<b>Grades 5&amp;6</b>	Mr. Bill Arloff Ms. Mary Baratta Ms. Jane DeRosa Ms. Linda Gerver Teacher – TBD	<b>Speech/Language</b>	Ms. Maria Rodriguez
		<b>Support Services</b>	Ms. Michelle Byrne Ms. Karen Schoenberg
<b>Reading Teacher AIS</b>	Ms. Jeanette Wojcik Ms. Meagan Taylor Mr. Jonathan Malone	<b>Aides</b>	Ms. Kimberly Dussol Ms. Nancy Fastuca Ms. Donna Howell Ms. Sheila Ruhl Ms. Doris Sposato
<b>Art</b>	Ms. Andria McLaughlin	<b>Custodial Staff</b>	Mr. Matthew Burke Mr. James Martin Mr. Richard O’Leary Mr. Humberto Rodriguez
<b>Technology Tech. Lab Assistant</b>	Ms. Carolyn Matthews Ms. Audrey Balzano		
<b>FLES</b>	Ms. Sandra Rivadeneyra	<b>Kitchen</b>	Ms. Alba Benitez Ms. Lori Farriella
<b>Health</b>	Mr. Steven Forbes Ms. Allison Incarnato	<b>Security</b>	Mr. Jason Holzman Mr. John Trotter
<b>Library</b>	Ms. Erica Fraiberg		
<b>Band General Music/Chorus</b>	Ms. Susan Kleiner Ms. Leah Martin		

## GENERAL INFORMATION

### MORNING ARRIVAL

**The school day begins at 8:45 a.m.** When students arrive, they report to the gymnasium. The day begins with the Pledge of Allegiance and a brief school-wide assembly at which time students hear important announcements. Students begin their day in their classrooms at 8:50a.m.

Supervision of students begins at 8:30 a.m. Please do not send your child to school before 8:30 a.m. unless he/she is scheduled for extra help or music rehearsals. Your cooperation will ensure the safety of all students.

### LATENESS

**It is important that all students arrive to school on time every day.** Students who arrive after 8:50 a.m. begin their day feeling rushed. Please make every effort to ensure that your child begins his/her day on a positive note!

**Students are considered to be tardy when they arrive after 8:50a.m.** Any student who arrives after 9:00 a.m. must report to the Nurse's Office so that the classroom attendance report can be updated.

### ABSENCES

**It is the responsibility of the parent or guardian to notify the school when a child will be absent from school.** Parents are asked to call the school nurse between 8:30 and 9:00 a.m. on the day of the absence. Voicemail is available for calls received before 8:30. If you have not called to inform us of your child's absence, we will contact you. You can also email the [wsattendance@csh.k12.ny.us](mailto:wsattendance@csh.k12.ny.us) to notify the school of an absence.

When it is known in advance that your child will be absent due to essential family business, please notify the child's teacher before the date of the absence.

**Written notification to the school after an absence is required by New York State Law.** The date of absence and reason must be indicated and the note must be signed by the child's parent or guardian. The note should be given to the classroom teacher the day the child returns to school.

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.

### VISITOR INFORMATION

All visitors, including parents, must sign in at the security desk located in the Stewart Lane entrance. 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 security officer to the appropriate area. In an emergency, parents may drop off forgotten items that students need (musical instruments, pick-up notes, books and lunches) at the security desk. These items will be sent to the student's classroom.

### AFTERNOON DISMISSAL (Dismissal from school begins at 3:05 p.m.)

We request that all students bring two pick-up notes for any change in dismissal – one for the school and one for the bus driver/pick-up circle. Pick-up notes can be found on the school's website by clicking on the "For WWS Parents" tab followed by clicking "Forms." Parents have the ability to type in the information needed and print two copies. In addition, please remember to display your nameplates when picking up your child. This will help the efficiency of our dismissal process.

All buses are boarded in the Laurel Hollow Road bus circle. Students being picked up by their parents (Stewart Lane entrance) wait in the cafeteria until they are released to their cars by staff members. Because the pick-up line is very long, **we recommend that students ride the bus** home as often as possible.

**Parents waiting on the pick-up line are asked to turn their engines off until the line begins to move.** Children will enter cars in front of the building entrance, and should **enter on the passenger side only**. Every effort is made to keep the line moving and we kindly request that you remain patient.

**To ensure that dismissal is orderly and safe for all children, dismissal plans should be as consistent as possible.** If a weekly change is necessary, (e.g. the child will be a pick-up on a certain day each week) one note may be sent in for the school year. Dismissal changes should be made only when absolutely necessary, as they can disrupt the school day. **For safety reasons, dismissal changes during the school day for play dates cannot be accommodated.** If a change is absolutely necessary for reasons such as child care, a note should be sent to school with your child in the morning and should not be e-mailed to the main office at any time.

**Parents do not need to send a note for dismissal from the After-School program,** as all teachers are provided with a list of registered students. A note must be sent, however, if your child will be picked up by someone other than his/her parent.

If an emergency arises during the day and the child's dismissal plan needs to be changed, please call the school office. You will be asked to send a fax or email to confirm the revised plan. Please understand that mid-day dismissal changes can only be accommodated in emergency situations, as they require that classroom instruction is interrupted to inform the child.

## **BUS TRANSPORTATION**

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 the principal. Repeated misconduct may cause the student to lose his/her bus-riding privileges. Due to space and safety factors, a student is not permitted to bring more than two friends home for a playdate on any given day. Parties of any sort are not permitted.

Parents should note that the drivers have been instructed to pick up and drop off children only at scheduled stops. If a teacher receives a note from a parent requesting a bus change for reasons such as child care, a bus pass will be issued to the student in the morning. Bus and bus stop changes should be requested only when absolutely necessary, as they are a source of confusion for children.

Questions or concerns about bus transportation should be directed to **Jean Luna** at the **District Transportation Office (631-367-5920)**.

## **EARLY RELEASE**

If a child will need to leave school early for an appointment that could not be scheduled after school hours, a note should be sent in to school in the morning. A parent, or a designated adult, must come to the security desk to sign the child out of school. This procedure is designed for the safety and protection of all children. Students will not be sent to the security desk until the parent or guardian has arrived as it helps to maximize instructional time.

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, s/he may not participate in after school activities. Any child returning to school should report to the school nurse before re-entering class or attending a program.

## **PARKING RULES**

All parents and visitors are asked to park in the parking lot at the Stewart Lane entrance. As indicated by the curb (painted yellow), there is no parking at anytime in the circle. During the school day, students move through the circle going to and from the field. These areas also need to be kept clear for arrival and dismissal. Please note that during drop off in the morning, students must exit the car on the sidewalk side of the drop-off circle on the Stewart Lane entrance.

During school-wide events (plays, concerts, etc.), the school fields will be made available for additional 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. Included in the single \$1.95 fee is the ability to deposit up to \$120 on EACH family member's account. Amounts over \$120.00 per student will be charged \$1.95 for each additional \$120.00. (The fee goes directly to NutriKids and not to the school District.) 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.

**How to enroll:** Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and register for your free account. Next, add your student using his or her school name and student ID. Finally, make a payment to your student's account with your credit/debit card or electronic check. If you have any questions, please visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and click Help or call MySchoolBucks Customer Support at 1-855-832-5226.





So that all children enjoy a relaxing lunchtime, **Cafeteria Rules** are:

-  We will use indoor voices.
-  We will stop talking as soon as an adult begins addressing the group.
-  We will demonstrate respect to everyone.
-  We will listen to directions and line up when asked.
-  We will clean up after ourselves.

## RECESS

Recess is an important part of the children's day as it provides them with an opportunity for socialization and outdoor activity. Our expectation is that all students will participate in outdoor recess. Appropriate outerwear, including gloves and hats during the winter months, should be worn to school. When the weather is inclement, all children will remain indoors for recess. School aides provide general supervision on the field and playground.

So that all children can enjoy a safe and fun-filled recess, playground and recess rules are:

-  We will respect our classmates and our school environment.
-  We will get adult permission to leave the playground/field/gym/classroom.
-  We will not eat food outside the cafeteria.
-  We will line up when the whistle sounds.

## NUTRITION POLICY

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

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.

**If you are planning to provide food for an event, it is advised that you contact the teacher one week prior to the event to allow adequate time for parent notification.** On the day of distribution, a **copy of the ingredients** must accompany the food. A healthy choice, such as fresh fruit or cut vegetables, is strongly encouraged.

Additionally, candy, soda, and food containing artificial sweeteners cannot be distributed at any time, including all holiday celebrations (including Halloween and Valentine's Day).

## 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, are forbidden. *Adoption date: June 13, 2000*





At West Side School, students may not wear short-shorts or flip flops (rubber beach shoes). Hats or baseball caps may not be worn during the school day. Midriffs must be covered at all times.

## TELEPHONE USE

**Students are not permitted to use cell phones during the school day.** All telephone calls to a child's home **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, iPhones, BlackBerries, iPods and other electronic devices must be kept in students' backpacks during the school day (8:45AM – 3:10PM) and must be turned off. They may not be used.** They are to be visible only if 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 Internet Acceptable Use Policy.
-  No unauthorized taking of photos or video is permitted.
-  Please refer to the CSH Code of Conduct on pages to follow for information on cyberbullying.

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

Articles of clothing that are found on school grounds are placed in a container in the cafeteria. It is important that you encourage your child to check for any lost articles of clothing as soon as they are discovered to be missing. Small items are taken to the main office and remain there until claimed. **Please label lunch boxes, school bags and other belongings.** Unclaimed items are donated at the end of the school year.

## **MEDICAL INFORMATION**

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

Third and fifth grade students are required to have screening tests of hearing. Students in grades three, and five are required to have vision tests for both near and far vision performed annually. In addition, New York State Education Law requires that all girls in grade five receive a yearly 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 may cooperate with the family physician and the parents if the following requirements are met:

- a. Medicine(s) must be retained in their original container by the nurse in the school Health Office.
- b. A written note from the physician stating the name of the medicine, the dosage, and the time(s) to be given.
- c. 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 filed at the District's Central Office.

## **EMERGENCY INFORMATION**

**Updated emergency information is essential for communication. It is important that the home, cell phone, and work telephone numbers are current.** This year the district is requiring that parents and guardians update contact information online (for themselves and emergency contacts) on the Parent Portal. This verification will occur twice a year so we always have the most current information for our students. Upon logging into the portal you will be required to verify the contact information in our system before you can access any other information. Changes can be made in between these verification periods by contacting the Main Office at your child's school.

## **PARENT/TEACHER COMMUNICATION**

### *Appointments*

Parents are urged to contact their child's teacher at any time during the school year to discuss a concern or a problem brought to their attention. Meetings may be arranged at any time by sending a note or email to the teacher.

### *Messages*

It is usually impossible for teachers to receive a telephone call during the school day. Parents who have a concern of an immediate nature should leave their telephone number with Ms. Buttacavoli or Ms. Breaton 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.

Appointment letters and information regarding parent-teacher conferences will be sent home by the classroom teacher. As in the past, we will make every effort to accommodate working parents' schedules.

## **REPORT CARDS**

Progress reports are issued three times each year. All progress reports will be available on the Parent Portal which can be accessed via the District's website under the "For Parents" tab.

## **NYS ASSESSMENTS**

Tests developed by the New York State Education Department are administered to students in grades 3 through 6 to evaluate performance in English Language Arts and Mathematics. Students in grade 4 will also take the NYS Science exam.

## **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 to provide supervision necessary to ensure student safety and 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 or their behaviors with anyone 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 should refer any problem behaviors to the teacher as soon as possible. It is not the responsibility of a parent chaperone to take 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 must apply to everyone on the trip.

## **SCHOOL CLOSINGS**

Should hazardous conditions necessitate the closing or delayed opening of school, an automated telephone message will be sent out from District office. If you would like to be contacted on your cell phone, please call the main 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 and meetings held at the school are cancelled.

## **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.

## **SELLING ITEMS IN SCHOOL**

Selling items for personal gain is not permitted. This includes (but is not limited to) gum, candy, clothing, and soliciting for outside organizations. Additionally, all fundraising efforts must go through the PTG or Student Council.

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## **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 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, iPods, 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 is 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.
17. 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 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**

Possible penalties include: Suspension from social or extracurricular activities; Suspension of other privileges; In School suspension; Removal from classroom by teacher; Short-term (five days or less) suspension from school; Long-term (more than five days) suspension from school; and Permanent suspension from school.

#### **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.

*Additional policies can be found in the calendar and the Board of Education policy book.*

<b><i>STUDENT RIGHTS AND RESPONSIBILITIES</i></b>	
<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
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 unfairly 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: Ms. Latham (School Psychologist) or Mr. Loughren (Principal).



*Cold Spring Harbor Central School District*

**PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE**

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

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

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

**Proper Use**

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

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

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

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

**Inappropriate Materials/Language**

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

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

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

**Confidentiality**

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

**Personal Safety**

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

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

**Email**

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

### **Illegal Activities**

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

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

### **Respecting Others**

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

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

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

### **Network Security**

The following actions are prohibited:

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

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

### **Due Process**

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

### **Limitation of District Liability**

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

### **Liability of Users**

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

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