

## **INTRODUCTION**

Dear Student,

Welcome to Cold Spring Harbor Jr/Sr High School and to what promises to be a productive and exciting 2019-2020 school year. The purpose of this handbook is to lay the ground work for academic and social success. These pages will prove helpful to all of us as we collectively shape the kind of school Cold Spring Harbor will be.

The mission of Cold Spring Harbor Jr./Sr. High School is the following: to develop skills and to impart knowledge that will enable students to function as independent, lifelong learners in a highly literate, technical, and continually changing society; to help students develop habits of healthful living; to foster the development of aesthetic appreciation; and to provide humanizing experiences to enable students to live in harmony with themselves and to function as respectful, responsive, and responsible members of the local, national, and global communities.

Best wishes for a successful school year!

Dr. James Bolen  
Principal

Ms. Joey Waters  
Assistant Principal, Grades 7-9

Dr. Charles Benvenuto  
Assistant Principal, Grades 10-12

# COLD SPRING HARBOR JR./SR. HIGH SCHOOL

## DIRECTORY

### BOARD OF EDUCATION

Anthony Paolano, President  
Amelia (Amy) Brogan, Vice President  
Janice Elkin  
Mark Freidberg  
Mark McAteer  
Julie Starrett  
Ingrid Wright

### DISTRICT ADMINISTRATION

The Francis Roberts Community Center  
75 Goose Hill Road  
Cold Spring Harbor, New York 11724  
**(631) 367-5900**  
FAX: (631) 367-3108

Mr. Robert Fenter, Superintendent of Schools ..... 367-5931  
Mr. Kurt Simon, Assistant Superintendent for Curriculum/Instruction ..... 367-5912  
Mr. James J. Stucchio, Assistant Superintendent for Business ..... 367-5928  
Mrs. Denise Campbell, Assistant Superintendent for Student Services and Human Resources ..... 367-5936  
Mr. Joseph A. Monastero, Executive Director of Instructional and Administrative Technology ..... 367-6968

### DISTRICT-WIDE STAFF

Mr. Michael Bongino, Director of Health, Physical Education & Athletics ..... 367-6810  
Ms. Theresa M. Donohue, Director of Humanities ..... 367-6921  
Dr. Karl Friedman, School Physician ..... (516) 921-3131  
Ms. Erin Goldthwaite, District Chairperson of Special Education ..... 367-6876  
Ms. Kim Libertini, Director of Science, Technology, Engineering, and Mathematics (STEM) ..... 367-6883

### HIGH SCHOOL ADMINISTRATION

82 Turkey Lane  
Cold Spring Harbor, New York 11724  
**(631) 367-6901**

### STAFFING PLAN 2019-2020

Principal ..... Dr. James Bolen  
Assistant Principal, 7-9 ..... Ms. Joey Waters  
Assistant Principal, 10-12 ..... Dr. Charles Benvenuto  
Director of Guidance ..... Mr. Justin Arini

School Counselors ..... Heather Friedland, Grades 9 - 12  
Mary-Jo Hannity, Grades 9 - 12  
Lori Messina, Grade 9 - 12  
Jennifer Pickering, Grades 7 & 8  
Jonathan Woods, Grades 9 - 12

|   |   |
|---|---|
| <u>District Director of Food Services</u> ..... | Gerri Tiger   |
| Extra-Classroom Activities .....                | Dr. Robert Colascione                               |
| Library .....                                   | Christopher Conklin                                 |
| School Psychologists .....                      | Dr. Beth Chase, Dr. Suzanne Main, Dr. Kerrie Vujeva |
| School Nurse .....                              | Evelyn Pendel                                       |
| Social Worker .....                             | Elana Axelrod                                       |
| Speech Services .....                           | Wendy File  |
| <u>ART</u> .....                                | Christine Oswald, Chairperson                       |
|   | Colleen Beneville                                   |
|   | Laura Cirino  |
|   | Samantha Hayes                                      |
|   | Ann McLam   |
| <u>BUSINESS</u> .....                           | Patricia Connolly                                   |
| <u>DRIVER EDUCATION</u> .....                   | Edward Klobus                                       |
| <u>ENGLISH</u> .....                            | John Borland  |
|   | Josh Bosley   |
|   | Nicole Gaffney                                      |
|   | Jeanne Glynn  |
|   | April Henry   |
|   | Nicole Kearnes                                      |
|   | Meredith Martino                                    |
|   | Laura Mastracchio                                   |
|   | Keith Miller  |
|   | John Murphy   |
|   | Jessica Ranieri                                     |
| <u>ESL</u> .....                                | Christine Copley                                    |
| <u>FAMILY &amp; CONSUMER SCIENCE</u> .....      | Myra Georgiou                                       |
| <u>HEALTH</u> .....                             | Christopher Homer                                   |
|   | Chris Phelan  |
|   | Karen Uhl-Smith                                     |
| <u>GATEWAY TO TECHNOLOGY</u> .....              | Jack Healy  |
| <u>MATHEMATICS</u> .....                        | Dennis Bonn   |
|   | Matthew Chartan                                     |
|   | Martin Colucci                                      |
|   | Patricia Connolly                                   |
|   | Lauren Hayes  |
|   | Francyne Lanteri                                    |
|   | Melissa McLees                                      |
|   | Jonathan Mendreski                                  |
|   | Marissa Puleo                                       |
|   | Carissa Reddock                                     |
|   | Brigid Victorson                                    |
|   | Christine Watt                                      |
| <u>MUSIC</u> .....                              | Brent Chiarello, Chairperson                        |
|   | Marc Beja   |
|   | Philip Gray   |
|   | Dr. Matthew Marullo                                 |
|   | Jessie Moran  |

|                                 |   |
|---------------------------------|---|
| <u>PHYSICAL EDUCATION</u> ..... | Danielle Castellane<br>Christian Lynch<br>Christopher Phelan<br>Terri Tini<br>Karen Uhl-Smith   |
| <u>SCIENCE</u> .....            | Dr. Robert Colascione<br>Deanna Diaz<br>Diego Garcia<br>Martin Glynn<br>James Hardy<br>Eleni Koundi<br>James Lawlor<br>Sheila Mauriello<br>Erin Oshan<br>Jaak Raudsepp<br>Matthew Sneider<br>Christine Villanti<br>Alicia Walcott |
| <u>SOCIAL STUDIES</u> .....     | Dr. Michael Andrews<br>Caryn Athanasio<br>Danielle Beach<br>Jeffrey Cootner<br>Richard Greeney<br>Allison Halloran<br>Vincent Natale<br>Anthony Pesca<br>Brian Schiffmacher<br>Christopher Topping<br>Ryan Towers                 |
| <u>SPECIAL EDUCATION</u> .....  | Maureen Blechschmidt<br>Denise Engel<br>Kerriann Konstantinacos<br>Gary Renart<br>Steven Roberto<br>Lauren Spatola<br>Kristine Tramonte<br>Jennifer Uhrlass   |
| <u>WORLD LANGUAGES</u> .....    | Tara Tassani, Chairperson<br>Jennifer Coniglio<br>Kathleen Fristensky<br>Rebecca Koob<br>Merritt Monck-Rowley<br>Jeannine Reed<br>Maria Segura<br>Patricia Sihksnel<br>Tara Tassani<br>Kristen Wilkens                            |

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|---|--|
| <u>TEACHER ASSISTANTS</u> .....         | Lauren Blackburn<br>Stephanie Carlstrom<br>Andrew Cennamo<br>Linda Letica<br>Janet Mullen<br>Kathleen Murray<br>Christine Reilly<br>Louis Santoli<br>Cynthia Scudieri<br>Peter Stavros<br>Janet Tschirhart<br>Robin Weinberg |
| <u>TEACHER AIDES</u> .....              | Arden Benvenuti<br>Olivia D'Alessio<br>Toni DeMaio<br>Nicholas Fengler<br>Melissa Marasciullo<br>Marissa Marmo<br>Holly Pelzar   |
| <u>FACULTY SECRETARY</u> .....          | Anne Connell   |
| <u>ACCOUNT CLERK</u> .....              | Carol Tsai   |
| <u>SECRETARIAL STAFF</u>                |  |
| Principal's Office .....                | Marie Massa  |
| Main Office .....                       | Christine McCloskey  |
| Sr. High Asst. Principal's Office ..... | Denise Vigilo  |
| Whitney Field House .....               | Olivia Curley<br>Christine Reilly  |
| Counseling Center .....                 | Tracy Groeninger<br>Donna Mezzapesa  |
| Jr. High Asst. Principal's Office ..... | Rosemary Malone  |
| Food Services .....                     | Paige Greene-Levin   |
| <u>CUSTODIAL STAFF</u> .....            | Frank Channing, Head Custodian<br>William Boyd<br>John Burke<br>Earl Cross<br>Paul Dwyer<br>Timothy Janson<br>Joe Grasso<br>Edgar Lopez<br>Harry Shah<br>Joe Troiano<br>Dinoe Wilson   |
| <u>GROUNDS STAFF</u> .....              | Joseph Amendolare<br>James Byrnes<br>Vincent Scudieri  |
| <u>MAINTENANCE</u> .....                | Walter Coleman<br>Patrick McHugh   |
| <u>TECHNOLOGY</u> .....                 | Joe Boccia<br>Andrew Gullett, Jeffrey Ramirez  |

**COLD SPRING HARBOR JR/SR. HIGH SCHOOL  
 DIRECTORY OF AUXILIARY SERVICES**

|  |              |
|--|--------------|
| <u>The Counseling Center</u> .....   | 367-6840     |
| Ms. Tracy Groeninger, Ms. Donna Mezzapesa                                      |              |
| <u>Health Office</u> .....   | 367-6851     |
| Ms. Evelyn Pendel, Nurse   |              |
| <u>The Whitney Field House</u> .....   | 367-6810     |
| Mr. Michael Bongino, Director of Athletics                                     |              |
| <u>Library</u> .....   | 367-6939     |
| Mr. Christopher Conklin  |              |
| <u>Executive Director of Instructional and Administrative Technology</u> ..... | 367-6968     |
| Mr. Joseph A. Monastero  |              |
| <u>Special Education</u> .....   | 367-6903     |
| <u>Tutoring Service</u> .....  | 367-6840     |
| Contact the Counseling Center .....  |              |
|  | 367-6840     |
| <u>School Psychologists</u>  |              |
| Dr. Beth Chase.....  | 367-6992     |
| Dr. Suzanne Main .....   | 367-6841     |
| Dr. Kerrie Vujeva.....   | 367-5959     |
| <u>Social Worker</u>   |              |
| Ms. Elana Alexrod .....  | 367-6848     |
| <u>Food Service</u> .....  | 367-6970     |
| Ms. Gerri Tiger  |              |
| <u>Parent/Faculty Organizations:</u>   |              |
| <u>Parent Teacher Group</u>  |              |
| Lynette Simmons, President .....   | 925-964-5222 |
| <u>Central Parent Council</u>  |              |
| Wendi DeSchutter, (Chairperson) .....  | 862-812-1725 |

**SCHOOL ATTENDANCE POLICY**

New York State Education Law requires that all students between the ages of 6 and 16 years be in attendance at school on a daily basis. Every New York State citizen has a right to a free public education.

Attendance must be recorded for every student who is in the school building each day while school is in session. Those students who arrive at school after 7:45 A.M. are to report first to the Main Office for a pass directly to their Period 1 class. If assigned to a Study Hall Period 1, students in grades 9-11 report to Cafeteria B. Those students who come to school after period 1 are required to report to the Main Office immediately upon arrival.

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

**ABSENCE**

It is the responsibility of the parent or guardian to notify the school in the event of a student's absence from school. Parents should call the high school for grades 9-12 (631-367-6901) or the junior high for grade 7 and 8 (631-367-6800) on the day of the absence.

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

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Sickness                  | 6. Attendance at health clinic |
| 2. Death in the family       | 7. School authorized activity  |
| 3. Religious observance      | 8. Impassable roads            |
| 4. Quarantine                | 9. Approved college visit      |
| 5. Required court appearance |                                |

Students returning to school after an absence must bring a note signed by their parent explaining the reason for the absence.

## **LATENESS**

Homeroom is part of Period 1. **Students arriving late to school after 7:45 A.M. must report directly to the Main Office.**

Students arriving late to school after first period/homeroom has ended are also to report directly to the Main Office for an admission slip to class. Signed excuse notes must be given to the secretary at that time.

### Lateness Policy

Students arriving late to school without a "legal" excuse note, signed by a parent or guardian, will be assigned a detention at the third occurrence in each quarter and for each subsequent occurrence each quarter. "Legal" excuses for lateness are the same as for absence, with the addition of being on a bus that is late. (See above.)

## **ATTENDANCE/TARDINESS/GRADES**

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

## **REQUESTS FOR RELEASE FROM SCHOOL**

Students desiring to be excused early, or for part of the day, must submit a note signed by their parent explaining the reason for their release. This note must be brought to the Main Office **before the start of Period 1** on the day of release. All such requests will be confirmed by telephone with the parent/guardian who wrote the request to the Main Office. Students will not be released without this additional confirmation. Parent/guardians must enter the school to pick-up their students, who must sign out in the Main Office at the time of release.

## **VACATIONS**

The district strongly discourages students from taking vacation time or other non-essential personal time whenever school is scheduled to be in session. This includes extending school vacations or choosing alternate vacation weeks which do not coincide with designated school vacations.

The teaching-learning process is an interactive one, and absence from class does not allow for full participation in this process. As a general rule, teachers need not provide work ahead of time for students who will miss school under the above-cited circumstances. Students are responsible for all work covered during their absences.

## **CLASS ASSIGNMENTS DURING A LEGAL ABSENCE**

For a brief absence, students could arrange to obtain assignments from a friend in each of their classes. For an extended absence, a request for assignments may be made through the student's counselor.

## **LEAVING SCHOOL GROUNDS**

Students in grades 9-11, and those seniors with no open-campus privilege, are NOT permitted to leave the school grounds at any time during the school day, including lunch time. The woods, parking lots, and grounds behind the building are also off-limits during the school day. Students in grades 9-11 who violate this rule may forfeit all or some of senior privileges upon reaching grade 12.

## **STUDENT VISITORS**

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

## **ATTENDANCE PRIVILEGES**

### **A. Late Arrival/Early Dismissal Privilege**

Students in Grades 9 through 11 with no class first period are assigned to the Study Hall in Cafeteria B and must report there for attendance to be recorded. They are expected to stay in Cafeteria B for the remainder of Period 1.

Students who complete their schedule of classes prior to the last period may apply for a permanent early dismissal pass.

Students in Grade 12 who are unassigned Period 1 may apply for late homeroom. They will sign into school before 8:30 a.m. at the security desk.

Applications for both passes may be obtained in the Counseling Center. Applications must be signed by a parent, then returned to Administration for approval.

### **B. Open Campus Privilege: Seniors Only**

Seniors may apply for authorization to leave the campus during their unassigned periods. Applications must be signed by a parent, and then returned to Administration for approval.

This off-campus privilege may be revoked in the event a student's lateness or absences to school exceeds 8 in any class in a given marking period. For the purpose of this policy all latenesses of more than 10 minutes to a class for any reason, and any absence

excused or unexcused will be considered. Teachers will alert the administration when a student exceeds this number and the student's off campus privilege will be suspended immediately, for the balance of that marking period. In cases of documented, extended illness, this revocation will be re-evaluated by the school's administration.

Seniors who are not in "good standing" because of school rule infractions, will have their senior privileges temporarily or permanently revoked. Senior privileges will be reviewed by Administration periodically.

**CSH JUNIORS: There is no parking for Juniors under any circumstances.**

## **VIOLATIONS OF SCHOOL/CLASS ATTENDANCE POLICIES**

Students who are absent from school or class unlawfully, are truant. Firm disciplinary measures will be applied to such students including detention, withdrawal of off campus privileges or suspension. Parents will be notified by telephone and/or mail.

- A. Students in grades 9-11 who are tardy to school are also subject to disciplinary measures, including detention. Should their attendance exceed 8 latenesses, and or absences in a marking period, social probation may result. Social probation is defined as exclusion from after school events including athletics (games and practices), school dances, and performances.
- B. Senior high students who have three (3) unexcused latenesses in a quarter will receive a detention. There will be a detention assigned for every unexcused subsequent lateness for the remainder of the quarter.

**IMPORTANT: Teachers are not required to assist students in making up work missed due to illegal absence(s).**

## **STUDY HALL/UNASSIGNED TIME**

Cafeteria B is used as a Study Hall during periods 1, 2, 3, 8 and 9 for all students grades 9-11. They may then request a pass from the teacher in charge to one of the areas listed below. Students are expected to remain in the selected area for the entire period unless excused by the supervisor, and to obey the regulations for that area. Students assigned Study Hall during the lunch periods, 4, 5, 6 & 7 will go to the Cafeteria or the Library.

|  |  |
|--|--|
| Library Media Center   | for quiet study, reading and research  |
| Special Areas: Music Room,<br>Drop-in Computer Lab, Writing Center,<br>Learning Center, etc. | for study, research, tutoring<br>(A pass must be obtained<br>in advance from the<br>Supervisor in charge.) |
| H-1, Nest  | for lunch, study, and relaxation   |
| Commons: Seniors only  | for lunch, study and relaxation  |

## **ABUSE OF UNASSIGNED TIME**

Since our priority is to maintain the proper learning atmosphere for classes, students are not permitted to loiter in the corridors.

## **HALL PASSES**

All students are required to carry a pass when class is in session. The classroom teacher will write a pass, including date, time and destination when a student leaves.

Each classroom will have a reusable "bathroom pass" and its use will be regulated by the classroom teacher.

Students are expected to be fully compliant with directives issued by staff members on hall duty.

## **CODE OF CONDUCT**

Students need to be supported and engaged in school in order to promote strong character and appropriate conduct. It is also essential that students are able to take age-appropriate responsibility for their own behavior.

Student engagement is developed when students are provided with multiple opportunities to participate in a wide range of positive social activities while interacting with caring, supportive adults. This helps to ensure that students are better able to:

- recognize and manage emotions;
- develop caring and concern for others;
- establish positive relationships;
- make responsible decisions; and
- handle challenging situations constructively and ethically.

Student discipline and support policies and practices will be implemented in a manner which is caring and equitable, respectful and based on trust among administration, staff, students, and families and holds all individuals accountable. This will help students:



- learn from their mistakes;
- understand why their behavior was unacceptable;
- acknowledge the harm they caused or the negative impact of their actions;
- understand what they could have done differently;
- take responsibility for their actions;
- learn pro-social strategies and skills to use in the future; and
- understand that further consequences and/ or interventions will be implemented if their unacceptable behavior persists.

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. The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged;
- helping students develop self-discipline and social and emotional growth; and
- guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible developmentally appropriate, graduated consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly, keeping in mind the goal is not to penalize, but to teach students there are consequences to actions and choices.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. take part in all district activities on an equal basis regardless of actual or perceived race, size, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability;
2. be respected as an individual and treated fairly and with dignity by other students and school staff;
3. express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner;
4. present their version of the relevant events to school personnel authorized to impose a consequences;
5. access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel;
6. be provided with clear expectations regarding:
  - a) course objectives and requirements,
  - b) grading criteria and procedures,
  - c) assignment requirements and deadlines; and
  - d) school and classroom rules and expectations regarding behavior.

### **B. Student Responsibilities**

All district students have the responsibility to:

1. contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property;
2. help make school a community free of violence, intimidation, bullying, harassments, and discrimination;
3. be familiar with and abide by district policies, rules and regulations dealing with student conduct;
4. attend school every day unless they are legally excused and be in class, on time, and prepared to learn;
5. work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible;
6. react to direction given by teachers, administrators and other school personnel in a respectful, positive manner;
7. use a polite tone of voice and appropriate body language, listening when others are speaking to you;
8. be truthful when speaking with school officials regarding Code of Conduct violations;

9. respect personal space;
10. work to develop mechanisms to manage their emotions and reactions and resolve conflict with others;
11. ask questions when they do not understand;
12. seek help in solving problems;
13. dress appropriately for school and school functions;
14. accept responsibility for their actions; and
15. conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, and appearance shall:

1. be safe, appropriate and not disrupt or interfere with the educational process;
2. not include revealing and/or see-through garments;
3. ensure that underwear is completely covered with outer clothing;
4. include footwear at all times - footwear that is a safety hazard will not be allowed;
5. not include the wearing of hats in the classroom except for a medical or religious purpose;
6. not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability; and
7. not promote and/or endorse the use of alcohol, tobacco, e-cigarettes/vaping or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **PROHIBITED STUDENT 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 this type of behavior include, but are not limited to:

1. running or otherwise unsafe behavior 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. misuse any computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.(Policy 4526)

B. Engage in conduct that deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of behavior 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 belligerence or disrespect;
2. lateness for, missing or leaving school without permission;

3. skipping detention.

C. Engage in conduct that prevents others from being able to learn, focus, or be engaged in their work. This behavior is considered disruptive. Examples of this type of behavior 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, music or video players, cameras, in a manner that is in violation of district or building policy.

D. Engage in conduct that is violent. Examples of this type of behavior include, but are not limited to:

1. committing an act of violence (such as hitting, kicking, punching, spitting and scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property;
2. 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;
3. displaying what appears to be a weapon;
4. threatening to use any weapon;
5. 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;
6. 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 behavior include, but are not limited to:

1. attempting to engage in or perform an act of violence noted in Section D;
2. 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;
3. 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;
4. 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;
5. 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;
6. harassment, which includes 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 (or bullying) is also the creation of a hostile environment (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition);
7. intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
8. 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);
9. hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition);
10. selling, using or possessing obscene material;
11. using vulgar or abusive language, cursing or swearing;
12. possessing, consuming, selling, distributing or exchanging cigarette, cigar, pipe, electronic cigarette; or other related device, or chewing or smokeless tobacco;
13. 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", which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption;

14. inappropriately using or sharing prescription and over-the-counter drugs;
15. gambling;
16. 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 misbehaviors prohibited by sections 1-5 of this section while on a school bus. All students must remain seated, keep objects and body parts inside the bus, obey the directions from the bus driver or monitor. 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 misbehavior. Examples of academic misbehavior include, but are not limited to:

1. plagiarism;
2. cheating;
3. copying;
4. altering records; and
5. assisting another student in any of the above actions.

H. Engage in off-campus misbehavior that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Such misbehavior includes, but is not limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention)

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text). (a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention)
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

## **CONSEQUENCES**

Students who are found to have demonstrated inappropriate behavior may be subject to the following interventions and consequences, either alone or in combination. The school personnel identified after each consequence listed below are authorized to assign that consequence, consistent with the student's right to due process.

1. Oral warning, teacher/student conference, parent contact, in-class time out, brief time out of class, loss of classroom privileges – any member of the staff
2. Written notification to parent – coaches, guidance counselors, teachers, Principal, Superintendent
3. Detention – teachers, building administration, Principal, Superintendent
4. Suspension from transportation – Director of Transportation, Principal, Superintendent
5. Suspension from athletic participation – coaches, Athletic Director, building administration, Principal, Superintendent
6. Suspension from social or extracurricular activities – faculty advisor, building administration, Principal, Superintendent
7. Suspension of other privileges – building administration, Principal, Superintendent
8. In-school suspension – Principal, Superintendent
9. Removal from classroom by teacher – teachers, Principal
10. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
11. Long-term (more than five days) suspension from school – Superintendent, Board
12. Permanent suspension from school – Superintendent, Board.

## **PROCEDURES**

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged inappropriate behavior and must investigate, to the extent necessary, the facts surrounding the alleged misbehavior. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence.

Students who are to be given consequences other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

1. Detention
2. Suspension from transportation
3. Suspension from athletic participation, extra-curricular activities and other privileges
4. In-school Suspension  
The student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the consequence involved.
5. Teacher Disciplinary Removal of Disruptive Students
6. Suspension from School  
Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent, disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

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

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension. The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

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

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

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

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

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

right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing Superintendent. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent.

c. Permanent suspension

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others.

The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

## **CORPORAL PUNISHMENT**

The Board of Education prohibits the corporal punishment of any student by any teacher or other employee of the Cold Spring Harbor School District. Any infraction or violation of this policy shall immediately be reported to the Building Principal and to the Superintendent of Schools, who shall notify the Board.

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

## **STUDENT SEARCHES AND INTERROGATIONS**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A. if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

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

# GENERAL INFORMATION

## ACCIDENTS

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

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

## BALL PLAYING

Students who play ball during their lunch period are to observe basic rules of safety at all times. Any action which endangers or has the potential to endanger the health/safety of participants or observers is strictly prohibited.

## CELL PHONES/RADIOS/CD PLAYERS/IPODS

Students are discouraged from bringing cell phones to school. School personnel have the right to confiscate these items if they interfere with the education process. In the event of a real emergency situation where a parent must contact a student, a parent may call the main office at the high school/junior high school and the student will be informed.

Radios, CD players and iPods are not to be used during the school day (7:45 a.m.-2:25 p.m.). These will be confiscated. NOTE: The school cannot accept responsibility for confiscated items.

## BREAKFAST PROGRAM

Before school, from approximately 7:15 to 7:30 A.M., and during periods 1, 2, and 3, breakfast will be available in Cafeteria A. This program is open to all students before school and to students who are assigned to Study Hall in Cafeteria B during periods 1, 2 & 3. No food may be carried out of the cafeteria area. (This rule applies to lunch time as well.)

## CARD PLAYING

Card playing is not allowed in the school buildings or on the school grounds. Unless otherwise authorized, this regulation applies at all times, including before and after school hours.

## SKATEBOARDING

Skateboarding is not allowed in the school buildings or on the school grounds. Unless otherwise authorized, this regulation applies at all times, including before and after school hours.

## EMERGENCY SCHOOL CLOSING:

If there is to be no school, the information will ordinarily be announced on the district website, by a phone call to all school families and between 7:00 A.M. and 8:00 A.M. over the following stations:

|                 |                 |                |
|-----------------|-----------------|----------------|
| WGSM - 740 AM   | WOR - 710 AM    | WALK - 97.5 FM |
| WCBS - 880 AM   | WCBS - 101.1 FM | WBLI - 106 FM  |
| WBAB - 102.3 FM | Channel 12 News |                |

## FIELD TRIPS/TRANSPORTATION

Students may not drive themselves to or from field trips except with parental approval and permission from the administration. This permission will be granted only under the most extenuating circumstances.

## ILLNESS

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

## LOCKERS

Each student is assigned his/her own hall locker in the building. Each locker has a built-in combination lock. Students should keep the combination confidential and keep the lockers clean. Any valuables that a student needs to have in school should be kept in the school safe.

Locker thefts involving loss of valuables will be reported to the police as soon as possible. The school is not insured against theft or loss of personal property by students.

The lockers are the property of the school. The student has no expectation of privacy for the contents of the locker and searching lockers is at the discretion of the school.

The same rules apply to a Field House locker assigned to students, except that a shortage of lockers may necessitate sharing.

## **LOST AND FOUND**

Lost and Found articles should be brought at once to the Main Office or to the claim area located near the Main Entrance.

## **LUNCH PROGRAM**

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

All students have a lunch period, and they are expected to eat in the Cafeteria areas or in the Commons (seniors only). Food and drink should not be taken outside or carried through the building, except with prior staff permission. When finished eating, students are responsible for cleaning up the table used.

## **MEDICATION**

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

- A. The medication is retained by the nurse in the school Health Office.
- B. A note directed to the Administration, signed by the parent, is on file. Prescription medication will also require the signature of a physician.

## **MESSAGES**

A message bulletin board is located just inside the main entrance of the building. Students should check this area for messages, as well as through Hawk Talk and the school's Web site.

## **RECYCLING**

Batteries of all sizes and kinds may be deposited in the Mail Room next to the Main Office in a marked box.

Aluminum cans should be placed in specially marked bins located in both cafeterias.

## **TELEPHONES**

One public pay telephone is available in the corridor near the Main Office. Students should carry the proper change for telephone use. If necessary, students may be permitted to use the telephone in the Main Office.

## **TEXTBOOKS/LIBRARY BOOKS**

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

Students owing anything to the school will not be issued textbooks. Seniors may not receive their diploma until their fines have been cleared.

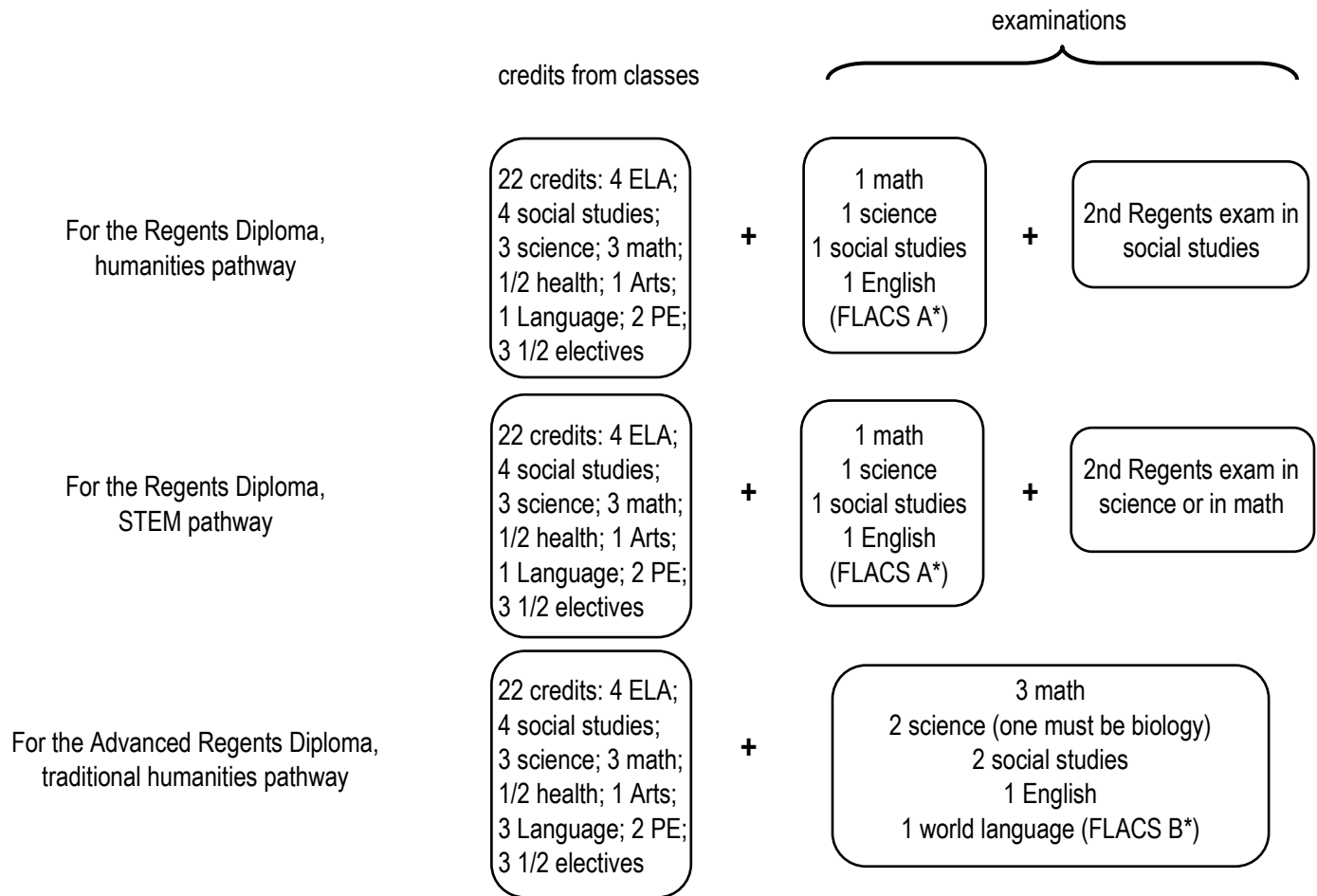
## **WORKING PAPERS**

All persons **under the age of 18** are required to have a Certificate of Employment prior to their employment. Application forms with appropriate instructions may be obtained in the Counseling Center.



# INSTRUCTIONAL PROGRAM

At Cold Spring Harbor Jr./Sr. High School, each student must enroll in a minimum of five credits, plus physical education, each semester.



- Regents Diploma with exams averaging 90 or higher = Regents Diploma with Honors
- Advanced Regents Diploma with exams averaging 90 or higher (excluding FLACS B) = Advanced Regents Diploma with Honors
- Advanced Regents Diploma with 3 math exams, each 85 or higher = Advanced Regents Diploma with Mastery in math
- Advanced Regents Diploma with 3 science exams, each 85 or higher = Advanced Regents Diploma with Mastery in science

NOTE: There are a number of alternate pathways that meet graduation requirements. Students with disabilities who are exempt from the World Language requirements as indicated on the IEP may earn a regents diploma with or without advanced designation as long as they meet the required number of credits and exams to graduate. Please see your guidance counselor or the Special Education Chairperson for details. Information is also at this New York State Department of Education site:

<http://www.p12.nysed.gov/ciai/gradreq/Documents/CurrentDiplomaRequirements.pdf>

\*FLACS (Foreign Language Association of Chairpersons and Supervisors) A and B are comprehensive exams students take after completion of level one and level three language courses, typically at the end grade 8 and grade 10.

## SIX-DAY CYCLE

Each school day will be assigned a numerical designation (1-6). September 3, 2019, the first day of school will be Day 1, for example. Assuming there are no unexpected days off, September 10 will be Day 6 and September 11 will start the cycle again with Day 1.

The primary advantage of the six-day cycle is that science labs and physical education classes will now meet on Days 1, 3, 5 or days 2, 4, 6, with no disproportionate loss of instructional time because of holidays, vacations, school closings, or semester switches.

## VOCATIONAL AND TECHNICAL EDUCATION

Specialized trade and technical courses are available by special arrangements with the Board of Cooperative Educational Services (BOCES). Cold Spring Harbor Jr./Sr. High School offers vocational programs in conjunction with the Wilson Technological Centers located in Northport and Dix Hills. For example, Wilson Tech offers programs in the fields of business, construction, graphics, health, manufacturing, police science, metal industry, service transportation, and food trades. Students spend one-half of their day at a technological center and one-half of their day taking required academic subjects at Cold Spring Harbor Jr./Sr. High School. Students receive four (4) school credits per year for Wilson Tech courses, except for Aircraft Mechanics courses which carry five (5) credits per year.

Enrolling students must generally be in 11th or 12th grade. A list of the wide variety of courses offered through Wilson Tech is available in the Counseling Center.

## PHYSICAL EDUCATION PROGRAM

New York State requires that all students attend and participate in Physical Education each year until graduation. The Physical Education program at Cold Spring Harbor Jr./Sr. High School is designed to develop an awareness of and an appreciation for physical fitness, activity, and skill development through instruction and participation.

### REQUIREMENTS

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

### UNEXCUSED/ILLEGAL ABSENCE FROM P.E. CLASS (“CUTTING”)

If a student is illegally absent from class the following steps will be taken.

1. Parents/guardians will be informed by telephone and/or letter each time a student is reported illegally absent from class.
2. The student should see his/her Physical Education teacher immediately to discuss the problem.
3. Students will be permitted to make up only those cut(s) that occurred prior to the initial notification of parent by phone or letter.
4. For cuts that occur after the initial notification the following steps will be taken:
  - a. A referral will be sent to the Administration.
  - b. An interim notice will be mailed home.
  - c. The student will be given a grade of “F” for the marking period.

Students who repeatedly are illegally absent from class are subject to additional disciplinary measures, as outlined under School Attendance Policy.

### PARTICIPATION

Satisfactory participation takes into account cooperation, following instructions and being dressed in the appropriate attire for physical activity (see above).

There is no exemption policy.

### GRADES IN PHYSICAL EDUCATION

Physical education now assigns a letter grade and uses the same grading system found on **page 28** of this handbook. Physical education is a requirement of New York State, and a student must attend, dress appropriately, and participate to the best of his/her ability in order to receive a passing grade. Students who are excused for medical reasons are required to have a doctor's note on file in the school nurse's office and should be in constant contact with their physical education teacher.

### ADAPTIVE PHYSICAL EDUCATION

Under N.Y.S. Education Law, it is the school's responsibility to provide an alternate Physical Education experience for any student who is medically excused from participating in the regular Physical Education program.

Students who are temporarily or permanently unable to participate in the regular Physical Education program must be provided with adaptive activities that may be vigorous, moderate or restful depending on the needs of the student. The Physical Education teacher in consultation with appropriate medical personnel should make temporary or short-term adaptations. Permanent or long-term program adaptations should be based on the recommendation of the student's personal physician.

To make arrangements for such a program, students should notify their regular Physical Education teacher, who will contact the school nurse and the Director of Physical Education. The student should continue to attend his/her regularly scheduled class until arrangements for an adaptive physical education program have been completed.

## **INSTRUCTIONAL PROGRAM POLICIES**

### **COURSE LOAD**

Students must be enrolled in a minimum of five credit courses each semester plus Physical Education. Any exceptions to this policy must be approved by the Administration.

### **COURSE SELECTION**

Students may self-select Honors, Accelerated or AP courses. Teachers will continue to make recommendations for these higher-level courses. Students are strongly advised to seek the advice of the recommending teacher as well as their counselors before they makes their choices.

### **DEADLINES FOR DROPPING AND ADDING A COURSE FOR 2019-2020:**

#### **Add Deadlines:**

10th school day of the 1st quarter For fall semester or full year elective courses

10th school day of the 3rd quarter For spring semester electives

#### **Drop Deadlines:**

Note: Requests for dropping a course or changing a course level after the following deadlines require administrative approval. If approval is granted, a grade of "Withdrawal Pass" or "Withdrawal Fail" will appear on the final transcript depending on the student's grade status on the date of the drop or level change. Signatures from a parent/guardian, teacher, and chairperson are required for changes after the deadline.

October 18, 2019 For fall semester electives

December 20, 2019 For full year course level changes  
(honors/advanced placement to regents, regents to non-regents or extended)

March 13, 2020 For spring semester electives

### **RELEASE OF STUDENT RECORDS**

Student records may not be released to any agency, company, or non-school personnel without student and/or parent/guardian approval.

### **REGENTS COURSES**

All students, including seniors, pursuing Regents courses will take the Regents examination offered for each such course. If any student is unlawfully absent from the Regents examination, a zero grade will be used in the computation of the final grade.

### **REGENTS EXAM/COURSE CREDIT**

The final grade in any subject determines whether or not course credit is to be granted towards a high school diploma. No course credit is awarded for a final grade of E. The final grade in a course is generally determined by the average of the quarterly grades and the final examination grade. However, teachers may, at their discretion, make adjustments to the final grade to take in account additional criteria or special circumstances.

Passing a Regents Examination in a particular subject does not mean that a student will be granted school credit for passing a course. Regents exams are only partial measures of achievement. A student's performance and participation in classroom activities, scores on classroom tests, completion of homework assignments, and similar measures of achievement – reflected in the student's quarterly grades – are also taken into consideration in determining the Final Grade and the granting of course credit.

The State Education Department does recognize one exception to the above policy. The Principal may grant three school credits towards a diploma to a student who passes a FLACS Examination in a Foreign Language.

### **REGENTS SCIENCE COURSES**

For admission to a Regents examination in science, a student must complete the state-mandated laboratory requirement. The labora-

tory component must include 1,200 minutes of hands-on laboratory work with satisfactory laboratory reports.

## **REGENTS ADMISSION POLICY**

A student may be permitted to write a Regents Examination who has not been formally enrolled in a Regents course leading to that examination if he/she meets the following criteria:

- a. a request for permission is made at least one month prior to the administration of the Regents;
- b. the teacher or chairperson and counselor recommend the writing of the Regents examination;
- c. the Principal approves the recommendation.

## **DEVELOPMENTAL PROGRAM**

There are certain courses in the High School that students are required to complete successfully. However, there are a number of students whose ability makes it exceedingly difficult to achieve a passing grade in one or more subject areas where some type of developmental course is not offered.

It is recommended that these students be graded on the basis of both achievement and effort.

The school counselor and classroom teacher will be responsible for the identification of these students. Final approval will rest with the department chairperson and the administration.

## **GRADUATION**

Students who request to graduate a year earlier must do so by October 1 of the academic year they plan to graduate.

Students who request to graduate at the end of the first semester of their senior year must do so by September 15 of their senior year.

# **POLICY ON ADVANCED PLACEMENT**

## **POLICY**

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

## **SELECTION PROCEDURE**

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

## **AP EXAMINATIONS**

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

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

## **REPORTING AP EXAM GRADES**

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

# **SCHOOL ASSESSMENT AND EVALUATION**

## **HOMEWORK**

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

Long-range assignments, projects, and research papers become more prevalent at this level and require more careful budgeting of students' time. When no specific written assignment is due, students are expected to review their material and/or to read independently.

Students are encouraged to develop good study habits by budgeting their time properly, reading independently, and using a suitable

place to study in the home.

## TESTS

In order to assist students in balancing their workload, the faculty follows as a general guideline, a rotating, test schedule by department. This schedule applies only to full-period exams and any quiz over 15 minutes. This year's school guideline is as follows:

|           |                                 |
|-----------|---------------------------------|
| Monday    | Social Studies/World Language   |
| Tuesday   | English/Math and Science/Health |
| Wednesday | Science/Health                  |
| Thursday  | Social Studies/World Language   |
| Friday    | English/Math                    |

Art and Music may test on odd days.

FACS, Tech and PE may test on even days.

## EXTRA HELP

Teachers are available both during the school day and before or after school to offer assistance to students. This applies to students who request help as well as to those whom the teacher feels need extra help. Students are expected to make the necessary arrangements with their individual teacher in advance or to follow the schedule for extra help as established by the individual teacher.

For additional help, or as an alternative, students might choose to utilize the free tutoring service available through the National Honor Society described under Special Services.

## PROGRESS REPORTS

As a supplement to report cards, Progress Reports are available to parents and students through the portal, accessed through the school website. Parents/guardians must first register at this portal. Instructions are made available to parents in September of each year. Progress Reports are available at the approximate midpoint of each marking period. The dates are shown on the Marking Period Calendar ([following page](#)).

Students whose reports are negative are encouraged to talk to their individual teachers to determine what may be done to improve their academic achievement. Parents/guardians are urged to contact their child's school counselor or the involved faculty member as soon as possible to discuss any problem brought to their attention.

## REPORT CARDS

Report cards are issued four (4) times each year (approximately every ten weeks of school). Report cards will be available online at the parent portal (See above). The dates for posting on the portal are shown in the Marking Period Calendar and the District Calendar.

Parents/guardians are urged to discuss the report card with their youngster each marking period. Attention should also be given to the class attendance and school attendance/lateness data shown on the card.

## PARENT-TEACHER CONFERENCE

These conferences are scheduled upon the request of either parent or teacher. If parents feel that their child may be experiencing some problem in a particular class, they may contact the teacher involved through the Main Office and request such a conference.

# COLD SPRING HARBOR JR./SR. HIGH SCHOOL GRADE REPORTING PERIODS 2019-2020

## FIRST MARKING PERIOD

**Tuesday, September 3rd to Friday, November 8th**

|                            |         |                         |
|----------------------------|---------|-------------------------|
| Progress Reports Due       | Tuesday | October 8 (Noon)        |
| Progress Reports Available | Tuesday | October 8 (After 5PM)   |
| Grades Due                 | Monday  | November 18 (Noon)      |
| Report Cards Available     | Monday  | November 18 (After 5PM) |

## SECOND MARKING PERIOD

**Tuesday, November 12th – Friday, January 24th**

|                            |           |                         |
|----------------------------|-----------|-------------------------|
| Progress Reports Due       | Wednesday | December 18 (Noon)      |
| Progress Reports Available | Wednesday | December 18 (After 5PM) |

|                        |        |                        |
|------------------------|--------|------------------------|
| Grades Due             | Monday | February 3 (Noon)      |
| Report Cards Available | Monday | February 3 (After 5PM) |

**THIRD MARKING PERIOD**

**Monday January 27th – Friday, March 27th**

|                            |           |                     |
|----------------------------|-----------|---------------------|
| Progress Reports Due       | Wednesday | March 4 (Noon)      |
| Progress Reports Available | Wednesday | March 4 (After 5PM) |
| Grades Due                 | Monday    | April 6 (Noon)      |
| Report Cards Available     | Monday    | April 6 (After 5PM) |

**FOURTH MARKING PERIOD**

**Monday, March 30th - Friday, June 12th**

|                            |            |                     |
|----------------------------|------------|---------------------|
| Progress Reports Due       | Wednesday  | May 13 (Noon)       |
| Progress Reports Available | Wednesday  | May 13 (After 5PM)  |
| Final Exams                | Mon & Tues | June 15 & 16        |
| Regents Exams              | Wed - Fri  | June 17-19          |
|                            | Mon-Thur   | June 22-25          |
| Grades Due                 | Friday     | June 26 (4PM)       |
| Last Day of School/Regents | Friday     | June 26 Rating Day  |
| Report Cards Available     | Friday     | June 26 (After 5PM) |

Report Cards and Progress Reports will be available on the Parent and Student Portals

**GRADING SYSTEM**

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

| <u>Traditional Letter Grades</u> | <u>Grade Point Equivalents</u> | <u>Standard Range</u> | <u>Scale</u> |
|----------------------------------|--------------------------------|-----------------------|--------------|
| A                                | 93 to 100                      | 3.8 - 4.00            | 4.00         |
| A-                               | 90 to 92                       | 3.5 - 3.7             | 3.66         |
| B+                               | 87 to 89                       | 3.2 - 3.4             | 3.33         |
| B                                | 83 to 86                       | 2.8 - 3.1             | 3.00         |
| B-                               | 80 to 82                       | 2.5 - 2.7             | 2.66         |
| C+                               | 77 to 79                       | 2.2 - 2.4             | 2.33         |
| C                                | 73 to 76                       | 1.8 - 2.1             | 2.00         |
| C-                               | 70 to 72                       | 1.5 - 1.7             | 1.66         |
| D+                               | 67 to 69                       | 1.2 - 1.4             | 1.33         |
| D                                | 65 to 66                       | 1.0 – 1.1             | 1.00         |
| F                                | Below 65                       | 0.00                  | 0.00         |

An example of averaging: Standard Scale indices are computed.

|                |    |                      |
|----------------|----|----------------------|
| English        | B+ | 3.33                 |
| Social Studies | A- | 3.66                 |
| Mathematics    | B- | 2.66                 |
| Science        | A  | 4.00                 |
| Language       | C+ | <u>2.33</u>          |
|                |    | 15.980               |
|                |    | 3.196 Average = 3.20 |

Under certain circumstances students may be issued an “I” for incomplete on their report cards. In general, students have two weeks to make up the work to have the incomplete removed from their report cards and replaced with the appropriate grade. After the two-week period, if the work has not been made up, the incomplete automatically becomes an “F”.

## REPEATING COURSES AND/OR REGENTS EXAMINATIONS

Students who fail major courses or wish to improve their school year grades, are encouraged to attend a New York State-approved Summer School.

Students who wish to attend summer session in nonpublic schools that are registered by New York State or nonpublic schools in other states, session must seek advance written approval from the High School Principal or his designee. Course descriptions, explicit contact hours and syllabus information must be provided before approval can be considered.

Students may also choose to retake Regents Examinations in order to improve their scores.

### CSHHS Grading Policy for repeated courses:

- All final grades earned in credit-bearing courses taken during the regular school year remain on the high school transcript.
- Summer School grades earned in credit-bearing courses also appear on the high school transcript unless they are lower than the original school-year grade. The higher of the two grades will be used in the calculation of the Final Grade Point Average.

### Grading Policy for retaken Regents Examinations:

- Regents Examination retake grades higher than those originally earned replace the original Regents Examination grade on the high school transcript. The lower grade does not appear on the transcript.
- Final course grades earned during the regular school year are not recomputed if students retake Regents Examinations.

## RANK-IN-CLASS-AND AVERAGE

On September 18, 1990, the Cold Spring Harbor Board of Education voted unanimously to eliminate the ranking of our students based on their cumulative grade-point averages. This decision was not made hastily or haphazardly. A two year longitudinal study conducted by school administrators and guidance personnel clearly concluded that, in the best interests of our students, population ranking should be discontinued. Each student, however, will have a cumulative grade-point average recorded on his/her official school transcript.

High school subjects taken in the eighth grade for credit will be indicated on the High School permanent record and will be included when calculating a student's cumulative grade-point average.

In determining grade point average, the quotient is carried out to two places to the right of the decimal point, i.e.,  $3.678 = 3.68$ ;  $3.324 = 3.32$ .

### Procedure for Computing Average

Marks for all subjects (except Pass/Fail) for which one half or one unit of credit is given, whether passed or failed, are recorded and used in computing average.

The point system listed in the grade conversion chart is used in computing an average for each student. An example of an one-year average is as follows:

| <u>Subject</u>      | <u>Final Mark</u> | <u>Potential Units</u> | <u>Points</u> |
|---------------------|-------------------|------------------------|---------------|
| English             | A                 | 1                      | 4.00          |
| Social Studies 10   | B+                | 1                      | 3.33          |
| What's That You Say | B                 | 1/2                    | 1.50          |
| French II           | C+                | 1                      | 2.33          |
| Mathematics 10      | F                 | 1                      | 0.00          |
| Biology             | C-                | <u>1</u>               | <u>1.66</u>   |
|                     |                   | 5.5                    | 12.82         |
|                     |                   | Average                | 2.33(2.331)   |

Averages are carried out to two (2) places to the right of the decimal point.

Honors designated courses are weighted by multiplying the letter grade numerical equivalent by 1.1. The actual grade appearing on the transcript will remain as assigned by the teacher.

## HONOR ROLL

Students must enroll in a minimum of four courses that earn grades to be eligible for Honor Roll status. A "P" grade in a Pass/Fail course is not included in computing the Honor Roll. All "Failure" grades will be averaged as "F" (0.00 quality points) in computing Honor Roll.

Students with any incomplete grades cannot be considered for Honor Roll until the incomplete work has been made up and a grade determined. Incomplete grades should be replaced by a letter grade within two weeks following the distribution of report cards. These

two weeks, plus the additional week for the processing of report cards, should provide ample time for make-up work to be completed, except in cases of extended illness.

Honors and AP courses are not weighted in determining eligibility for Honor Roll.

The lowest average required for making High Honor Roll is A- or 3.66 on the converted scale.

The lowest average required for making Honor Roll is B or 3.00 on the converted scale.

## STANDARDIZED TESTING

Standardized Testing is one of the methods used to provide information concerning each student's scholastic achievement. Scores and their interpretation are used in counseling students in their educational decisions.

### NOTES ON TESTING

#### National

Most colleges require students, as part of the application process, to submit scores from one of the national testing programs. These national tests are offered at CSHHS on selected Saturdays during the school year. See the calendar of test dates for the forthcoming school year.

1. The Preliminary Scholastic Aptitude Test (PSAT) is on Saturday, October 16, 2019 at CSHHS. This test is an opportunity for students to "practice" for the SAT. The scores on the PSAT may be used to predict SAT scores. Sophomores are permitted to take this test.

The PSAT is also used to determine finalists from the Junior class in the National Merit Scholarship competition. This is why this test is sometimes called the National Merit Scholarship Qualifying Test (NMQST). Registration information for the PSAT will be announced through e-mail bulletins from the Counseling Center.

2. The College Entrance Examination Board (College Board) sponsors the Scholastic Aptitude Tests (SAT Reasoning and the SAT Subject Test). Most college-bound students take the SAT's for the first time early in the spring of their junior year.

In addition to the SAT Reasoning, the SAT Subject Tests are required by many competitive colleges. Once a student has completed sufficient research to determine which are needed, the student should plan to take these tests at the best possible time.

When SAT's and Subject Tests are offered on the same date, students must choose whether to take the Reasoning or the Subject Tests.

3. The American College Test (ACT) is often substituted for SAT Reasoning and/or SAT Subject Tests for many colleges nationwide. The ACT is both an aptitude test and an achievement test.

### STANDARDIZED TESTING CALENDAR 2019-2020

|   |                    |
|---|--------------------|
| SAT (not at CSHHS)                      | August 24, 2019    |
| ACT                                     | September 14, 2019 |
| SAT                                     | October 5, 2019    |
| PSAT                                    | October 16, 2019   |
| ACT (not at CSHHS)                      | October 26, 2019   |
| SAT (not at CSHHS)                      | November 2, 2019   |
| SAT (not at CSHHS)                      | December 7, 2019   |
| ACT (not at CSHHS)                      | December 14, 2019  |
| ACT (not in New York State)             | February 8, 2020   |
| SAT (Reasoning test only)(not at CSHHS) | March 14, 2020     |
| ACT                                     | April 4, 2020      |
| SAT (not at CSHHS)                      | May 2, 2020        |



|                                       |                            |
|---------------------------------------|----------------------------|
| AP Exams                              | May 4 through May 15, 2020 |
| SAT                                   | June 6, 2020               |
| ACT (not at CSHHS)                    | June 13, 2020              |
| ACT (not available in New York State) | July 18, 2020              |

## COLLEGE ENTRANCE REQUIREMENTS

Specific entrance requirements are determined by each individual college – they vary considerably. The minimum requirements for MOST liberal arts colleges will include four years of English, three years of Social Studies, three - four years of Math and two years of Science (one of which should be a laboratory science). Some colleges also require two years of a foreign language.

Requirements for special programs such as engineering, art or business may vary from this. Most colleges do require that students successfully complete a college preparatory program.

*Naviance* is a comprehensive website that allows students and families to investigate, research, plan for and manage the college admission process. Each student and parent receives a code used to create a personal account. Students will find information about colleges on this site including deadlines and links to college websites.

Students should also not hesitate to discuss their college selections with their school counselor. In the spring of the junior year, parents/guardians and their child will have an appointment with the college counselor in order to discuss post-high school plans.

## STUDENT SERVICES

### COUNSELING CENTER

The Counseling Center houses the school counselors and psychologists. The Counseling page on the Cold Spring Harbor District Website contains information for families, including options for contacting any of the Counseling Center professionals.

The website address is: <https://www.csh.k12.ny.us/Page/555>.

### LEARNING CENTER

The Learning Center, located in the Humanities Wing (H-14), provides students with an opportunity to help develop and improve their basic skills. Personnel are available to help individuals diagnose and improve specific learning skills.

Students may report to the Learning Center during their unassigned periods, but this should be done on an appointment basis. For further information, see the Guidance Counselor.

### TUTORING

The National Honor Society members provide individual students with free tutoring in various subjects during the school day. A schedule is usually arranged during a student's unassigned time.

A list of professional tutors is also available. However, tutoring for pay may not be done using school facilities.

All requests for tutors should be made through the Counseling Center.

### HEALTH

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

Students are urged to cooperate with the nurse by assuming responsibility for their own health and that of their classmates by staying home when they are ill. Students and/or parent/guardians are requested to report to the nurse all cases of communicable disease.

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

NYS HEALTH LAW requires all students entering and attending school to provide proof of the following:

- a) three doses of Trivalent oral polio vaccine
- b) three doses of Diphtheria toxoid & one dose of Tdap prior to 7th grade
- c) two doses of live measles virus vaccine after one year of age\*
- d) live rubella virus vaccine after one year of age\*
- e) live mumps virus vaccine after one year of age\*

f) Hepatitis B series

g) Meningitis is required prior to seventh grade and a second dose prior to twelfth grade

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

Effective September 2003, all children entering kindergarten are required to show proof of one dose of varicella vaccine. Thereafter, children born on or after 1/1/98 will be required to have one dose of varicella vaccine for school attendance.

Effective September 2007, all children entering 6th grade and who are 11 years of age or older must receive an immunization containing tetanus toxoids, diphtheria and acellular pertussis (Tdap).

Students entering seventh, ninth, and eleventh grades, as well as new students to the district, are required by New York State to have a complete physical examination. The physical for new students must be completed within thirty days from the first day of school. If preferred, this examination may be done by the school doctor.

Students involved in interscholastic sports must be examined by a physician prior to participation. Students may have examinations done by their family doctor or the school doctor. However, the final determination regarding participation lies with the school physician.

Hearing and vision screenings are done in seventh and eleventh grades. Scoliosis screening is done in seventh grade for girls and ninth grade for boys.

### **HOME TEACHING**

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

### **THE LIBRARY**

This area contains the book collection for all departments. Computers are also available for student use. Students using the library are expected to work independently and quietly.

### **PUPIL PERSONNEL**

The District provides the services of psychologists, speech therapists and social workers. These professionals become involved with a student when their specialized skills are needed.

Full-time Special Education teachers are available to help meet the individualized needs of Committee on Special Education (CSE) students and other students with learning disabilities.

### **DIRECTORY OF COMMUNITY REFERRAL AGENCIES**

|   |               |
|---|---------------|
| Huntington Hospital .....                           | 351-2000      |
| Cold Spring Harbor Fire Department (emergency)..... | <b>911</b>    |
| (other).....  | 692-6772      |
| Drug Hot Line - Huntington.....                     | 549-8700      |
| Family Service League.....                          | 427-3700      |
| Alanon .....  | 669-2827      |
| Middle Earth Center (Suicide Prevention) .....      | 679-1111      |
| BOCES.....  | 549-4900      |
| Cold Spring Harbor Library.....                     | 692-6820      |
| Huntington Library .....                            | 427-5165      |
| Huntington Youth Bureau .....                       | 351-3061      |
| Suffolk County Police Dept. (emergency).....        | <b>911</b>    |
| (other).....  | 854-8200      |
| Nassau County Police Department (emergency) .....   | <b>911</b>    |
| (other).....  | (516)573-7000 |
| Lloyd Harbor Police Department .....                | 549-8800      |
| Huntington Town Hall .....                          | 351-3014      |
| Catholic Charities .....                            | 543-6200      |
| Jewish Assoc. Services for the Aged .....           | 724-6300      |

|   |              |
|---|--------------|
| Lutheran Community Services .....           | 724-5911     |
| Juvenile Services (Suffolk) .....           | 345-6192     |
| Senior Citizens of Huntington Township..... | 351-3253     |
| NYS Child Abuse Reporting Service .....     | 800-342-3720 |
| Huntington Community First Aid Squad        |              |
| (emergency) .....                           | 421-1212     |
| (other).....                                | 421-1263     |
| AIDS Hotline.....                           | 385-AIDS     |
| Victim Information Bureau of Suffolk .....  | 360-3606     |

## **STUDENT GOVERNMENT**

### **STUDENT COUNCIL**

The Student Council represents an alternate means of communication among the administration, the teachers, and the student body. The Student Council offers students a chance to express views and present recommendations, and to work together with the administration in the mutual resolution of issues.

## **STUDENT ACTIVITIES**

The following list of Student Clubs and Activities will acquaint students with the wide selection of after-school clubs, service organizations, and activities offered at Cold Spring Harbor Jr./Sr. High School. A student's high school years can be richer and more meaningful if he/she becomes involved in some activity outside the classroom. Therefore, we encourage students to participate in at least one of these activities during the school year.

Announcements concerning meeting days and times are made through the morning bulletin, on the bulletin boards and HAWK TALK.

### **CLUBS AND ACTIVITIES**

|                                      |                                |                                      |
|--------------------------------------|--------------------------------|--------------------------------------|
| Amnesty International                | International Club             | Photography Club                     |
| Animal Rescue Club                   | International Thespian Society | SADD/SWWAT(VP)                       |
| Art Club                             | Junior High Helpers            | Science Club                         |
| National Art Honor Society           | Junior High Jazz Band          | Science Olympiad                     |
| Baking Club                          | Junior High Mathletes          | Senior High Jazz Ensemble            |
| Book Club                            | Junior High Robotics           | Senior High Mathletes                |
| Chess Club                           | Junior High Student Council    | Senior High Robotics                 |
| Chamber Singers                      | Junior High Yearbook           | Senior High Student Council          |
| Coffee House Jam                     | Knitting for the Needy         | Senior High Yearbook                 |
| Comedy Improv Group                  | Locks of Love                  | Social Justice Club                  |
| Computer Science Club                | Marine Biology Club            | Spanish Club                         |
| Debate Team                          | Medical Professionals Club     | Stock Market Club                    |
| Drama Club                           | Mock Trial                     | Tapestry – Junior High Literary Mag. |
| Environmental Club                   | Model Congress                 | Technology Club/Senior Slide Show    |
| Fashion Club                         | Model United Nations           | Think Tank – JH Science Research     |
| Federal Reserve Challenge            | Music Club                     | Tournament Speech                    |
| French Club                          | National Honor Society         | Tri-M Honor Society                  |
| Gay-Straight Alliance                | Natural Helpers                | Warhammer Club                       |
| GROK - Senior High Literary Magazine | Peer Mentoring Club            |                                      |
| Harbor View Newspaper                | Pep Club                       |                                      |

## NATIONAL HONOR SOCIETY

The Three Harbor Chapter of the National Honor Society functions at Cold Spring Harbor Jr./Sr. High School under a charter granted by the National Council. Its purpose is fourfold:

1. to create an enthusiasm for scholarship;
2. to promote leadership;
3. to stimulate a desire to render service; and
4. to develop character.

### SELECTION PROCESS

Students are selected for membership based upon scholarship (weighted cumulative grade point average of 3.66 as of the end of the first semester of a student's junior year for senior applicants), leadership, service (\*see requirement below), and character. Selection takes place by a Faculty Council appointed annually by the Principal. The chapter Advisor acts as an ex-officio member of the Faculty Council.

A list of academically eligible candidates is prepared and distributed to the entire faculty. The faculty (including coaches, club and activity sponsors) complete and return Candidate Evaluation Forms providing their judgment on the criteria areas of leadership, service, and character. The specific evaluation material received from the faculty is considered confidential and for use only by the Principal and Faculty Council. In general, each candidate must receive a majority of positive evaluations from the total number of faculty assessing the student in order to be given serious consideration for induction.

\*Service Requirements: 60 hours of verifiable, unpaid community service as follows:

- 20 hours combined for Freshman year (July – June) from two different organizations;
- 20 hours combined for Sophomore year (July – June) from two different organizations; and
- \*20 hours combined for Junior year (July – February for Spring applicants) from two different organizations.

\*Note: Seniors applying in the Fall of the following school year have from July – June of their Junior year.

Parents of these academically eligible students will be notified of their eligibility by mail.

Additional information concerning eligibility requirements may be found on the school website (clubs/activities).

## TRI-M MUSIC HONOR SOCIETY

### Eligibility:

- Student must be a junior in high school to apply
- Student must have a current overall GPA of 3.0 or higher.
- Student must be enrolled **full-time** in at least one major performance ensemble for academic credit. The eligible courses are band chorus, or orchestra.
- Student must have a current GPA in music courses of 4.0.
- Student must demonstrate active participation in NYSSMA every year of High School, and achieve a score of A- or higher in level 5 or 6. Certain activities, such as the Piano Guild may qualify in lieu of NYSSMA, upon approval by Tri-M advisors.
- Students must at all times exhibit the highest level of citizenship in school and in their music classes. This includes: showing concern, courtesy, and respect for teachers and classmates; maintaining a good attendance record; consistently participating and cooperating in class; showing a sincere interest in learning; and observing teacher instruction and rules.

### Continued Membership

- Student must maintain at least a 3.0 overall GPA and a 4.0 music GPA.
- Student must maintain **full-time** enrollment in at least one major performance ensemble for academic credit.
- Student must continue to participate in NYSSMA, or a comparable activity, every academic year.
- Student should maintain active participation in a musical activity outside the high school curriculum. Eligible activities include:

|                      |                           |
|----------------------|---------------------------|
| Pit Orchestra        | LISFA/LIYO/Nassau-Suffolk |
| Jazz Band            | Solo recitals             |
| Chamber Singers      | Community ensembles       |
| All County/All State |                           |

Application Process- Student must fill out a Tri-M application, including a student essay, and submit by the deadline to be announced.

## PHILOSOPHY STATEMENT FOR INTERSCHOLASTIC ATHLETICS

Cold Spring Harbor Jr./Sr. High School is a member of the New York State Public High School Athletic Association and Section VIII Athletics.

The athletic program is part of the total Physical Education program. Participation in athletics, at the appropriate level, should help lead to the development of healthy, well-adjusted individuals. Athletic participation is demanding in terms of time and effort on the part of both athletes and coaches but it should also be a rewarding and enjoyable experience. All participants should be prepared to win or lose and the emphasis should be on sportsmanship at all times. Keep athletic participation and competition in its proper perspective. Athletics represents only part of the education process. All athletes must be bona-fide students of Cold Spring Harbor Junior/Senior High School. Therefore, all athletes must also abide by all school district rules and regulations.

## ATHLETIC CODE OF CONDUCT

Participation in athletics is a **privilege and not a right**. Mandatory Code of Conduct meetings are held before the fall sport season for Varsity, JV and Junior high school teams. Attendance at these meetings is **mandatory** for student-athletes and their parent(s) or guardians. In addition, a Code of Conduct form must be filled out and signed by student-athlete and parent(s) or guardian in order for student-athlete to participate. This form need only be filled out once and is kept on file in the Athletic Office.

## ELIGIBILITY REQUIREMENTS

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

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

## DISCIPLINE

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

## DAILY ELIGIBILITY FOR PARTICIPATION

A student must attend class/school for a minimum of **five (5)** periods in order to participate in that day's practice, event, and/or meeting. Exceptions to this would be a school affiliated field trip or absence for personal reasons, i.e. funeral, college visit. Any and all excep-

tions should be documented through the main office prior to participation. An absence list will be available in the Athletic Office. However, the responsibility lies with the students as well as the coach regarding this matter. If an athlete violates this policy, it could result in a suspension from all athletic participation.

## **REQUIRED PROCEDURE FOR STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

Students should obtain from the nurse and/or the Athletic Office a (white) **ATHLETIC PRE-PARTICIPATION HEALTH UPDATE/COACHES AUTHORIZATION FORM**. This form contains important emergency information and verifies parental consent.

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

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

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

## **UNIFORMS AND EQUIPMENT**

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

## **ATHLETIC TRANSPORTATION**

**The general expectation is that all students will ride to and from all athletic contests on school provided transportation.** In special circumstances, coaches may permit parents to drive and/or pick up their own children. **Under no circumstances will students be permitted to drive themselves or ride with other students to or from athletic contests.** In cases where students have a need to be driven by their parents, or with another responsible adult, a written request from the parents of all students involved must be submitted to the athletic office or assistant principal(s) in advance. The written request must include a reason for the request, specific date, time and destination, specific names of all students involved and signature of parents or guardians of all students involved.

The administration will inform the coach or coaches responsible for those students if approval is granted. All other exceptions to these guidelines will require the prior approval of the administration, athletic director and/or the central administration.

# **SECTION VIII SPORTS SEASONS 2019-2020**

## **SENIOR HIGH SCHOOL:**

### **Fall:**

Football - Monday, August 19, 2019 – Sunday, December 1, 2019  
Cheerleading – Monday, August 26, 2019 – Sunday, December 1, 2019  
B/G Soccer – Monday, August 26, 2019 – Sunday, November 17, 2019  
G Volleyball - Monday, August 26, 2019 – Sunday, November 24, 2019  
Field Hockey - Monday, August 26, 2019 – Sunday, November 17, 2019  
Cross Country – Monday, August 26, 2019 – Saturday, November 16, 2019  
G Swimming/Diving – Monday, August 26, 2019 – Saturday, November 23, 2019  
G Tennis – Monday, August 26, 2019 – Monday, November 4, 2019  
Golf – Monday, August 26, 2019 – Sunday, November 10, 2019

### **Winter:**

B/G Basketball – Monday, November 18, 2019 – Sunday, March 29, 2020  
B/G Fencing – Monday, November 18, 2019 – Sunday, February 22, 2020  
Wrestling – Tuesday, November 12, 2019 – Saturday, February 29, 2020  
Cheerleading – Monday, November 18, 2019 Saturday, March 7, 2020

B Swimming/Diving - Monday, November 18, 2019 – Saturday, March 7, 2020  
Gymnastics – Monday, November 18, 2019 – Saturday, February 29, 2020  
B/G Winter Track - Monday, November 18, 2019 – Saturday, March 7, 2020  
Varsity Ice Hockey Monday – November 18, 2019 - March 29, 2020

**Spring:**

B/G Lacrosse– Monday, March 9, 2020 – Saturday June 13, 2020  
Baseball - Monday, March 9, 2020 – Saturday June 13, 2020  
Softball - Monday, March 9, 2020 – Saturday June 13, 2020  
B/G Track - Monday, March 9, 2020 – Saturday June 13, 2020  
B Tennis - Monday, March 16, 2020 – Saturday, June 6, 2020  
B Golf – Monday, March 16, 2020 – Monday, June 8, 2020  
G Golf – Monday March 16, 2020 – Sunday June 7, 2020

**MODIFIED PROGRAM**

**Fall:** Thursday September 5, 2019 – Saturday, November 2, 2019

**Winter I:** Tuesday November 12, 2019 – Saturday, January 18, 2020

**Winter II:** Tuesday, January 21, 2020 – Saturday, March 21, 2020

**Spring:** Monday, March 30, 2020 – Saturday, June 6, 2020

**ATHLETIC INJURIES**

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

**APPENDIX A: STUDENT BEHAVIOR ON SCHOOL BUSES**

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

All passengers on the bus are expected to be respectful to the driver and fellow riders. Unruly behavior on buses will not be tolerated. Drivers are asked to report disrespectful and habitual offenders to the Administration.

The following rules have been established to insure maximum safety:

1. Respect private property at and near your bus stop.
2. Move directly to a seat; remain seated until bus arrives at school/home.
3. Do not extend arms or limbs out of the windows.
4. Keep aisles clear of books and other items.
5. Respect the bus driver; do not cause unnecessary distractions.
6. Do not shout or engage in any behavior that endangers the comfort or safety of others.
7. Do not smoke (NYS law).
8. Leave the bus quickly and orderly; do not touch the bus as it pulls away.
9. Follow carefully the driver's instructions regarding crossing a street in front of the bus.
10. In the event of an emergency, follow the procedures as outlined to you during emergency bus drills at school.

**APPENDIX B: STUDENT BEHAVIOR DURING SAFETY DRILLS**

New York State Education Law requires that a minimum of eight fire drills, four lockdown and three bus drills be held each school year. Students participate in these drills under the supervision of the professional staff so that they know what to do in the event of an emergency.

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

## **APPENDIX C: STUDENT BEHAVIOR REGARDING DRIVING AND PARKING AND N.Y.S. REGIONAL DRIVING RESTRICTIONS**

Seniors who are licensed drivers may apply for a student parking permit. Seniors will need proof, including a photocopy of Class D license, a copy of car registration and proof of insurance. The application with a parent/guardian signature must be submitted to the Main Office as soon as school opens.

The designated student parking area is located next to the High School -- not by the Field House. Only seniors may use this parking area. Students with parking privileges must comply with the following rules:

1. Display numbered parking sticker permit on proper vehicle.
2. Park only in designated student parking area.
3. Keep the vehicle locked at all times.
4. **Do not re-enter the vehicle except when leaving school at the end of the day or upon authorized dismissal.**
5. Observe all rules of safe driving and all posted regulations including the 15 mph speed limit.

The school reserves the right to withhold, suspend, or revoke the privilege of driving/parking on school grounds when evidence indicates that the student is not acting responsibly.

NOTE: Drivers holding Junior (Class DJ) Licenses in Nassau/Suffolk County are not permitted to drive to or from school unless accompanied by a parent or guardian who holds a N.Y.S. driver's license.

### N.Y.S. REGIONAL DRIVING RESTRICTIONS:

You may only drive with a junior learner's permit:

#### Nassau County and Suffolk County

5AM to 9PM: Only when accompanied by a licensed parent, guardian, driver education teacher, or driving school instructor.

**9PM to 5AM: UNDER NO CIRCUMSTANCES**

You may only drive with a junior license (class DJ):

#### Nassau County and Suffolk County

5AM to 9PM: Only when accompanied by a licensed parent, guardian, driver education teacher, or driving school instructor.

Not accompanied, you may drive only to or from work, a work-study program, a course at a college, university, or registered evening high school.

9PM to 5AM: You may drive only to or from a work-study program, a course at a college, university or registered evening high school.

**CSH JUNIORS: There is no parking for Juniors under any circumstances.**

## **APPENDIX D: STUDENT BEHAVIOR AT AFTER-SCHOOL FUNCTIONS**

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

With few exceptions, school-sponsored activities will end by 11:00 P.M. Specific information on each function will be provided via daily announcements. Specific times are publicized for each event, after which the "doors close" and students are not admitted.

Students are expected to abide by the following rules:

1. Behave properly, both during and after the activity
2. Dress appropriately
3. No Smoking  
No Drugs  
No Alcohol
4. Be sure of arrival and departure time.
5. Make arrangements to be picked up promptly.
6. Be aware, if you drive, of the serious responsibility you have for your own safety and that of your passengers.

### Special Rules for Dances



1. You must arrive before 9:30 P.M. or no admission, unless otherwise publicized.
2. If you leave the building, you may not return and you must leave school grounds.
3. Outside guests will not be permitted except by advance application to the sponsor of the dance.

## **APPENDIX E: STUDENT BEHAVIOR AS SPECTATORS**

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

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

## **APPENDIX F: STUDENT PERSONAL PROPERTY**

The Cold Spring Harbor Central School District does not assume responsibility or liability for loss by theft or otherwise of personal property brought to school or to off-campus school sponsored events by students (including, but not limited to, field trips and competitions). Furthermore, the School District will not assume responsibility or liability for such loss of personal property which is stored by students in any lockers or other locations on School District premises.

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

## **APPENDIX G: EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

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

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

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

## **APPENDIX H: POLICY ON SEXUAL HARASSMENT**

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

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

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

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

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

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

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

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

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

## **APPENDIX I: PLAGIARISM**

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

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

### **\*Cite/citing/citation**

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

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

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

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

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

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

## **APPENDIX J: STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION**

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

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

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

### **Definitions:**

**Bullying** – Bullying is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term “harassment”) to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

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

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

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

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

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

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

### **Reporting and Investigation**

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

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

### **Disciplinary Consequences/Remediation**

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

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

**Non-Retaliation**

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

**COLD SPRING HARBOR JR./SR. HIGH SCHOOL  
TIME SCHEDULE 2019-2020**

Buses Arrive Senior and Junior High Students 7:15 - 7:40 AM

|          |                         |       |
|----------|-------------------------|-------|
| Period 1 | 7:45 AM - 8:30 AM       | (45') |
| Period 2 | 8:34 AM - 9:14 AM       | (40') |
| Period 3 | 9:18 AM - 9:58 AM       | (40') |
| Period 4 | 10:02 AM - 10:42 AM (L) | (40') |
| Period 5 | 10:46 AM - 11:26 AM (L) | (40') |
| Period 6 | 11:30 AM - 12:10 PM (L) | (40') |
| Period 7 | 12:14 PM - 12:54 PM (L) | (40') |
| Period 8 | 12:58 PM - 1:38 PM      | (40') |
| Period 9 | 1:42 PM - 2:25 PM       | (43') |

Buses Depart Senior and Junior High at 2:35PM

Late Buses: between 3:40PM and 6:00PM

Clubs, Activities, After- School Help

\*Athletic Buses: 5:00PM Practices, Scrimmages,  
6:00PM Games

\*Any variation in times for late athletic buses will be communicated to students in the morning announcements.

## **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.***

### **CONFIDENTIALITY**

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

### **DUE PROCESS**

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

### **EMAIL**

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

### **ILLEGAL ACTIVITIES**

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

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

### **INAPPROPRIATE MATERIALS/LANGUAGE**

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

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

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

### **LIABILITY OF USERS**

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

### **LIMITATION OF DISTRICT LIABILITY**

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

stored on District technology and will not be responsible for financial obligations arising through its unauthorized use.

## **NETWORK SECURITY**

The following actions are prohibited:

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

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

## **PERSONAL SAFETY**

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

## **PROPER USE**

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

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

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

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

## **RESPECTING OTHERS**

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

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

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

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

**COMMITMENT TO  
PROPER AND ACCEPTABLE STUDENT TECHNOLOGY USE  
DOCUMENT 2019-2020**

**STUDENT SECTION**

I have read the *Proper and Acceptable Student Technology Use* document – Version BP11-09.4. I agree to follow the rules contained in this document. I understand that if I violate the rules, my use of District technology may be terminated, and I may face other disciplinary measures.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Name (Sign)

\_\_\_\_\_  
Date

---

**PARENT SECTION**

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

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

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

\_\_\_\_\_  
Parent's Name (Print)

\_\_\_\_\_  
Parent's Name (Sign)

\_\_\_\_\_  
Date