

INTRODUCTION

Dear Student,

Welcome to Cold Spring Harbor High School and to what promises to be a productive and exciting 2009-2010 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 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!

Jay H. Matuk
Principal

Helen T. Browne
Asst. Principal

Joseph A. Monastero
Asst. Principal

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COLD SPRING HARBOR HIGH SCHOOL

DIRECTORY

Board of Education

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

District Administration

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

Dr. Judith Wilansky, Superintendent of Schools.....367-5931
Mr. Rick Simon, Assistant Superintendent for
Curriculum/Instruction..... 367-5912
Mrs. Denise Campbell, Director of Special Education
& Pupil Services.....367-5915

District-Wide Staff

Mr. James Amen, Dir. Physical Educ. & Athletics.....367-6826
Mr. John Contess, Dir. Technology367-6968
Dr. Karl Friedman, School Physician.....(516)921-3131

High School Administration

82 Turkey Lane
Cold Spring Harbor, New York 11724
(631)367-6900
FAX: 692-8016

STAFFING PLAN 2009 - 2010

PRINCIPALMr. Jay H. Matuk
ASSISTANT PRINCIPALDr. Helen T. Browne
ASSISTANT PRINCIPAL.....Mr. Joseph A. Monastero

PUPIL SERVICES

Director of Guidance.....Mrs. Noreen Cambria
School Counselors..... Laurie Conlon, Grades 8 - 12
Heather Friedland, Grades 8 - 12
Mary-Jo Hannity, Grades 8 - 12
Jennifer Pickering, Grades 7 - 9
Kevin Purrone, Grades 8 - 12

Library.....Mr. Christopher Conklin

Extra-Classroom Activities.....Dr. Robert Colascione

Reading.....Mrs. Laura Mastracchio

School Psychologists....Dr. Michael Hurley/Dr. Kerrie Vujeva

School Nurse.....Mrs. Evelyn Pendel

Social Worker..... Mr. Kevin Darcy

ART.....Mrs. Rosemary Folks, CHAIRPERSON
Mrs. Colleen Johnson
Ms. Samantha Hayes
Ms. Andria McLaughlin(p/t)
Mrs. Kristine O'Malley-Levy(p/t)
Mrs. Christine Oswald
Mr. Howard Nepo

BUSINESS..... Mrs. Ellen Parker

DRIVER EDUCATION Mr. Victor Triolo
Mr. Howard Nepo

ENGLISHMr. James Pryal, CO-CHAIRPERSON
 Ms. April Henry, CO-CHAIRPERSON
 Mr. John Borland
 Mr. Josh Bosley
 Mrs. Jeanne Glynn
 Ms. Meredith Martino
 Mrs. Laura Mastracchio
 Mr. Keith Miller
 Mr. John Murphy
 Ms. Jessica Rovere
 Mrs. Nicole Rowan
 Mrs. Sandra Waller
 Ms. Joanna Waters

ESL.....Ms. Christine Copley

FAMILY & CONSUMER SCIENCE.....Mrs. Myra Georgiou

HEALTH..... .Mr. Christopher Homer
Mr. Christopher Phelan
Mrs. Karen Uhl-Smith

INDUSTRIAL TECHNOLOGY.....Mr. Jack Healy

MATHEMATICS.....Mrs. Christine Watt, CHAIRPERSON
Mr. Dennis Bonn
Mr. Matt Chartan
Mr. Martin Colucci
Mrs. Patricia Connolly
Mrs. Lauren Hayes
Mrs. Judy Innella
Ms. Francyne Lanteri
Mrs. Melissa McLees
Mr. Jon Mendreski
Mrs. Carissa Reddock
Mrs. Brigid Victorson

MUSIC.....Mr. Timothy Jenks, CHAIRPERSON
Dr. Gerald Lee Felker
Mr. Vaughn Fritts
Mr. Philip Gray (p/t)
Ms. Leah Martin (p/t)
Dr. Matthew Marullo
Mr. Robert Matthews

PHYSICAL EDUCATION.....Mr. James Amen, DISTRICT DIRECTOR
Mr. Stephen Cacioppo
Mr. Christopher Phelan
Ms. Danielle Skakandi
Ms. Rebecca Thorn (p/t)
Mrs. Karen Uhl-Smith

SCIENCE..... Mrs. Andrea Clouser, CHAIRPERSON
Dr. Robert Colascione
Mrs. Deanna Diaz
Mr. James Frank
Mr. Martin Glynn
Mr. James Hardy
Ms. Alicia Heer
Ms. Eleni Koundi
Mr. James Lawlor
Ms. Laura Lewin
Mrs. Theresa Mercer
Ms. Erin Oshan
Mrs. Jane Tofel
Mrs. Christine Villanti

SOCIAL STUDIESMr. Richard Greeney, CO-CHAIRPERSON
Mrs. Allison Halloran, CO-CHAIRPERSON
Dr. Michael Andrews
Mrs. Caryn Athanasio
Ms. Danielle Beach
Mr. Jeffrey Cootner
Mr. Vincent Natale
Mr. Anthony Pesca
Mr. Terence Price
Mrs. Victoria Terenzi
Mr. Brian Schiffmacher
Mr. Christopher Topping

SPECIAL EDUCATION..... Mrs. Diane Walsh, CHAIRPERSON
Mrs. Maureen Blechschmidt
Mrs. Erin Goldthwaite
Mrs. Ann Marie Governale
Mr. Peter Gregorchuk
Mr. Steven Roberto
Mrs. Jennifer Uhrlass

WORLD LANGUAGES.....Mrs. Carmen Campos, CHAIRPERSON
Mrs. Kathleen Fristensky
Mme. Francoise Gaertner
Mrs. Paula Gozelski
Ms. Rebecca Kramer
Mr. Geoffrey Lennon
Ms. Kelly McCaig
Ms. Merritt Monck-Rowley
Mrs. Susanleigh Perissi
Dr. Kathy Porter
Mrs. Maria Segura

TEACHER ASSISTANTS..... Mrs. Christine Barrese
Mrs. Linda Letica
Mr. Michael Marrone
Mr. Thomas Meehan
Mrs. Janet Mullen
Mrs. Kathleen Murray
Mrs. Elaine Reilly
Mrs. Cynthia Scudieri
Mr. Peter Stavros
Mrs. Robin Weinberg

TEACHER AIDES..... Mrs. Arden Benvenuti
Ms. Jessica Gaetano
Mrs. Rosemary Heim
Mrs. Paulette Sands
Ms. Donna Zizek

FACULTY SECRETARY.....Mrs. Olivia Curley

ACCOUNT CLERK.....Mrs. Jerri Henske

LIBRARY AIDE.....Mrs. Paulette Sands

SECRETARIAL STAFF

Principal's Office.....Mrs. JoAnne Bradley
Main Office.....Mrs. Annette DiPietro
Asst. Principal's Office/Main.Mrs. Marie Quinn
Whitney Field House..... Mrs. Denise Vigilo
Guidance Office..... Mrs. Mary Beth Frey
Mrs. Susan Frey
Jr. High Office.....
Library Clerk.....Mrs. Susan Cuneo

CUSTODIAL STAFF.....Mr. Frank Channing, HEAD CUSTODIAN
Mr. William Boyd
Mr. Sal DeCicco
Ms. Christine Dowd
Mr. Paul Dwyer
Mr. Timothy Janson
Mr. Joseph Judge
Mr. Stephen Lukralle
Mr. Thomas McNulty
Mr. Randolph Scott
Mr. Joseph Servidio

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

MAINTENANCE Mr. Walter Coleman

COLD SPRING HARBOR SENIOR HIGH SCHOOL

DIRECTORY OF AUXILIARY SERVICES

<u>Guidance Office</u>	367-6840
<u>Health Office</u>	367-6904
Mrs. Evelyn Pendel, Nurse	
<u>The Whitney Field House</u>	367-6826
Mr. James Amen, Dist. Dir. Of Athletics	
<u>Library</u>	367-6939
Mr. Christopher Conklin	
<u>Director of Technology</u>	367-6968
Mr. John Contess	
<u>Special Education</u>	367-2057
PHONE FAX.....	367-2057
<u>Tutoring Service</u>	367-6840
Contact Guidance Department	
<u>School Psychologist</u>	
Dr. Michael Hurley.....	367-6995
Dr. Kerrie Vujeva.....	367-5959
<u>Social Worker</u>	367-6848
Mr. Kevin Darcy	
<u>Food Service</u>	367-6949
<u>Youth Center</u>	367-8891
<u>Parent/Faculty Organizations</u>	
Citizen Faculty Association	
Helen Daly, President.....	(516) 692-5153
Jackie Libretti, VP	(631) 659-3327
Central Parent Council	
Tara Ruocco (Chairperson)	(631) 427-8824
Andrea Simonetti (Vice Chairperson).....	(631) 659-3033

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 school (631-367-6900) between 7:30 A.M. - 9:00 A.M. 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 now part of Period 1. Students arriving late to school after 7:45 A.M. should 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.

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 the 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. Students are also required to 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 Main Office.

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 buildings are also off-limits during the school day. Students in grades 9-11 who violate this rule may forfeit all or part 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 guidance office. One week notice must be given to arrange for such hosting.

ATTENDANCE PRIVILEGES

B. 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, at the Main Entrance.

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

Upon approval of Late Arrival privilege, a special identification card will be issued which the student is expected to carry at all times during school hours.

B. Open Campus Privilege: Seniors Only

Seniors may apply for authorization to leave the campus during their unassigned periods. Applications will be sent home before the opening of school. Applications must be signed by a parent, 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.

VIOLATIONS OF SCHOOL/CLASS ATTENDANCE POLICIES

- B. Students who are absent from school or class unlawfully, or who leave without proper authorization are considered truant. Firm disciplinary measures will be applied to such students including detention, withdraw of off campus privileges or suspension. Parents will be notified by telephone and/or mail.
- B. 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, performances.

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. H-1 is used as a Study Hall during the lunch periods, 4, 5, 6 & 7.

Students in grades 9-11 who are unassigned are expected to report directly to the Study Hall. 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.

Library Media Center	for quiet study, reading and research
Special Areas: Music Room, Drop-in Computer Labs, Writing Center, Foreign Language Center, Learning Center, etc.	for study, research, and tutoring in special interest

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.

STUDENT BEHAVIOR

Cold Spring Harbor High School is a school community comprised of various elements: students, teachers, teaching assistants and aides, secretaries, Cafeteria workers, custodians, administrators. It is a community dedicated to learning--to assisting the individual in reaching his/her maximum potential. That individual is not working alone, however, but is part of a community. Students have an obligation to be aware of and to show respect for the rights, values, and property of others. And we expect behavior that is consistent with such an attitude.

GENERAL GUIDELINES

The Administration, Faculty, and Staff at Cold Spring Harbor High School have established general guidelines to which they and students -- as members of the community -- are expected to conform.

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

APPROPRIATE DRESS

Students are expected to dress in a way that will not detract from a positive teaching-learning environment.

Beachwear and similar type clothing is considered inappropriate. Attire with pictures and/or sayings which promote or glorify substance abuse or illegal activity is also deemed inappropriate.

In general, if a student's clothing is disruptive to the educational process, the administration may intercede.

Students are expected to obey requests made of them by responsible adults employed in CSHHS and to abide by existing school and district policies regarding behavior in the building, on the school grounds, on the school buses, and at school-sponsored events.

DISCIPLINARY POLICY

In June 2000, the Board of Education adopted the Cold Spring Harbor Central School District's Code of Conduct and Discipline. It was developed in consultation with teachers, administration and parents.

While recognizing students' rights and responsibilities, the Administration also recognizes its obligation to maintain order to insure a climate conducive to the education process.

The school's disciplinary policy is based on the dual concepts of fairness and mutual respect. With the promotion of self-discipline and responsible behavior as our goals, corrective rather than simply punitive measures and methods are attempted whenever possible.

The rights and dignity of the individual are protected through due process procedures. The rights and welfare of the group are protected through reasonable and consistent enforcement of the rules and regulations.

Parents are notified as soon as possible of any infractions of the rules.

PROHIBITED CONDUCT

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

Engages in conduct which includes, but is not limited to:

1. Fighting or engaging in inappropriate physical behavior.
2. Threatening another with bodily harm.
3. Intimidating students or school personnel.

4. Making unreasonable noise.
5. Using abusive language or gestures, including racial or ethnic remarks which are improper.
6. Obstructing vehicular or pedestrian traffic.
7. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose.
8. Insubordinate: example - failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student.
9. Leaving school without permission.

Engages in any form of academic misconduct. Example:

1. Plagiarism and/or cheating.

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

1. Vandalism or any destruction of real and/or personal property (including graffiti or arson)
2. Theft
3. Tardiness
4. Truancy
5. Possession/use/sale of drugs or alcohol.
6. Possession of weapons or fireworks.
7. Possession or use of tobacco or tobacco products.
8. Gambling
9. Hazing

TRESPASSING

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

LOITERING

A student is not permitted to remain in the high school building after dismissal time unless there for a legitimate school activity. Students who are waiting for the next late bus run should wait in Cafeteria A where is a security person present.

THE DISRUPTIVE STUDENT:

A student who is deemed disruptive and asked to leave the classroom by a teacher or other adult in authority should report directly to the main office.

The teacher needs to notify the administration of the removal as soon as possible and the reasons for it.

An explanation must be given to the student concerning the reason for a prolonged removal and the student will be given the opportunity to present his or her version of relevant events. The teacher will provide a written description of the events which lead to the removal.

The parent will be notified as soon as possible, will be given the reasons for removal, and may be invited or may request to confer informally with an administrator and the teacher.

The length of time a student will remain out of class is an administrative decision with input from the teacher. Any removal of a student from a class beyond a period of 5 days requires a superintendent's hearing.

ILLEGAL BEHAVIOR

SMOKING

The possession, use or sale of cigarettes, cigars, tobacco, matches, lighters or other smoking paraphernalia is prohibited on school property or school buses. This regulation applies at all times, including before, during and after school hours as well as during evening activities, and includes school events which take place off school property.

Any student involved with chewing tobacco will be disciplined in accordance with the Smoking regulations.

The initial penalty for violation of the smoking policy is an out-of-school suspension. Additional violations may result in students being referred to the Suffolk County Public Health Office which has the right to impose a fine of up to \$250 for each offense.

DRUGS AND ALCOHOL

Possession, sale, or use of alcohol or other drugs on school property or at school related events is strictly prohibited and a violation of New York State Law. Violation of this law is considered most serious and will result in suspension from school. The use of drugs or alcohol before or during a school-related event, which may take place off school grounds, will also result in suspension from school. Parents will immediately be notified.

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

HARASSMENT

The harassment, bullying, or hazing of other students, as well as discriminatory or bigoted activity is strictly forbidden. Name-calling or prejudicial behavior towards any person, especially concerning his/her race, religion nationality, or beliefs will not be tolerated, and will usually result in a suspension hearing.

Additionally, and more specifically, sexual harassment is strictly forbidden. Sexual harassment is defined as statements (written or verbal), gestures, or physical contact which is sexual in nature, and which either demeans or intimidates specific individuals.

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

THEFT AND VANDALISM

Stealing or deliberately damaging school property or property belonging to others is a criminal act. Such actions committed within the jurisdiction of the school will, as the evidence warrants, result in suspension from school and notification of the appropriate law enforcement agency.

SETTING FIRES, FALSE ALARMS, BOMB THREATS, WEAPONS OR FIREWORKS POSSESSION, RECKLESS DRIVING

A deliberate act of setting a fire, sounding a false alarm, making a bomb threat, or otherwise endangering the health or safety of oneself or others will result in suspension from school and the necessary notification of the appropriate law enforcement agency for prosecution.

For additional information regarding student behavior, see the following appendices:

- Appendix A - Behavior on School Buses
- B - Behavior Regarding Driving and Parking
- C - Behavior during Fire/Bus Drills
- D - Behavior at After-School Functions
- E - Behavior as Spectators
- F - Student Personal Property
- G - Statement of Policy of Non-Discrimination
- H - Policy on Sexual Harassment of Students

STUDENT APPEAL PROCEDURES

A student who believes that he/she has been unfairly treated in a disciplinary matter by a member of staff may appeal that treatment to the Administration and, beyond that, through the parents, to the Central Administration and then the Board of Education.

In the event that a student feels a request made of him/her is inappropriate, the student should first comply with the request and then make the appeal to the Administration.

Concerns of academic nature (i.e., grading, testing, methodology, etc.) should first be brought to the attention of the appropriate Department Chairperson and then, if the matter is still unresolved, to the Administration. Department Chairpeople are indicated in the Staff Directory.

SUSPENSION

In-School Suspension

In-School Suspension is imposed at the discretion of the Assistant Principal, as an alternative to Out-of-School Suspension, after other corrective measures have been attempted with no discernible change in the student's unacceptable attitude or behavior.

A student on In-School Suspension will report to the Main Office with all books and materials needed for the day; he/she will be assigned an area in which to work from 7:45 AM until 2:25 PM.

The student and the person in parental relation to him/her will be informed in advance of this suspension, the reasons for it, and of the regulations and expectations regarding conduct and activity during an In-School suspension.

Out-of-School Suspension

It is recognized that suspension from school is a serious measure which should only be used when it is determined to be in the best interests of the school community or where other corrective measures may have failed.

All Out-of School Suspensions will be accomplished in accordance with Section 3214 of the New York State Education Law.

The Principal may suspend a student from school for a period not to exceed five (5) consecutive school days.

Except in an emergency situation, the following Out-of-School Suspension guidelines will be used:

1. The student shall be informed of the suspension and the reason for the suspension, and shall have an opportunity to respond to the latter.
2. Where practical, the person in parental relation will be notified as soon as possible and given the opportunity for an informal conference with the principal prior to suspension.
3. The person in parental relation to the student shall also be notified in writing of the suspension and the reason for the suspension, and shall -- upon request -- be given an additional opportunity for an informal conference with the principal, at which time the person in parental relation shall be authorized to ask questions of complaining witnesses.
4. The person in parental relation may be required to accompany the student to the school for reinstatement at the conclusion of the suspension period or at a mutually agreed upon time prior to reinstatement.
5. In the case of the suspension of a minor (under the age of 16) immediate steps shall be taken to provide that student with alternative instructions.

6. A letter shall be placed in the student's guidance folder and the appropriate notations made on the student's permanent record.

Suspension for periods in excess of 5 consecutive days is strictly within the jurisdiction of the Superintendent of Schools or the Board of Education.

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.

BEEPERS/CELL PHONES/RADIOS/TAPE DECKS/CD PLAYERS/IPODS

Students are discouraged from bringing beepers or 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 and the student will be informed.

Radios, tape decks, 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 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, the parent will be contacted and requested to take the student home.

LOCKERS

Each student is assigned his/her own locker in the Main Building. Each locker has a built-in combination lock. Students should keep the 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 administration has a legal obligation to inspect a student's locker if there is a reasonable cause to believe that an article prohibited on school grounds is stored therein. No prior warning need be given the student when this occurs.

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

LOST AND FOUND

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 la carte items, including hot and cold sandwiches, soup, 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 outside the Main Office. Except in the case of an emergency, all messages for students will be posted on this bulletin board. Students should check the board during the course of the day.

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

Two public pay telephones are available in the following locations: the corridor near the Main Office; in the Field House lobby. Students should carry the proper change for telephone use. 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 Guidance Office.

INSTRUCTIONAL PROGRAM

DIPLOMA REQUIREMENTS

Upon satisfactory completion of a prescribed course of instruction, a student graduating from CSHHS is eligible for a local diploma, a Regents diploma or a Regents diploma with Advanced Designation. A local school district may award a student a Regents diploma with honors or a Regents diploma with advanced designation with honors. To earn honors, a student shall achieve an average of 90 percent in all Regents examinations, or their equivalent pursuant to section 100.2(p) of this Part, required for the diploma. Each Regents examination score carries a weight of one and such score shall not be multiplied by the number of units of study being examined. Averages below 90.0 percent shall not be rounded upward to 90 percent.

The following outlines represent the minimum course requirements:

HIGH SCHOOL REGENTS EXAMS

ENGLISH All students must pass this exam to graduate. The exam includes multiple choice and essay questions, including analyses of literature and non-fiction passages. It is given to students in Grade 11.

MATH In June 2009, students in Grade 9 took the Integrated Algebra exam. It is the required Regents in Mathematics. Math A is no longer given.

SCIENCE All students must pass a Regents exam from among the following subjects: living environment (biology), earth science, chemistry, or physics. For an Advanced Regents diploma, a student must pass the Living Environment Regents and one Physical Science Regents exam.

SOCIAL STUDIES All students must pass the Regents exams in both Global History and United States History and Government.

For students entering 9th grade in 2007: General education students must have at least four scores at 65 or above on the five required Regents exams and all scores at 55 or above.

For students entering 9th grade in 2008 or later: General education students must pass all five required Regents exams at a score of 65 or above.

Students with disabilities who enter grade 9 prior to 2010 can pass the Regents Competency Test or score between 55-64 on the required Regents Exams to earn a local diploma.

In order to graduate students are required to pass certain Regents exams and to complete certain sequences. Those requirements are detailed below. Depending on the diploma sought and the year the student entered grade 9, the requirements differ.

DIPLOMA REQUIREMENTS BASED ON JUNE 2005 BOARD OF REGENTS ACTION TO PHASE IN THE 65 GRADUATION

STANDARD ON REQUIRED REGENTS EXAMS

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma w/Advanced Designation Requirements
2006	<u>Assessment Requirements</u> <u>For all students:</u> Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams <u>Students with Disabilities:</u> Score between 55-64 on any or all required Regents exams <u>or</u> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam <u>Credit Requirements</u> In all above cases, earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2007	<u>Assessment Requirements</u> <u>For all students:</u> Score 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exam <u>Students with Disabilities:</u> Score between 55-64 on any or all required Regents exams <u>or</u> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam <u>Credit Requirements</u> In all above cases, earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2008	<u>Assessment Requirements</u> <u>Students with Disabilities:</u> Score between a 55-64 on any or all required Regents exams <u>or</u> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam <u>Credit Requirements</u> In all above cases, earn 22 units of credit	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma w/Advanced Designation Requirements
2009	<u>Assessment Requirements</u> <u>Students with Disabilities:</u> Score between a 55-64 on any or all required Regents exams <u>or</u> Pass the corresponding Regents Competency Test (RCT) if failed a required Regents exam <u>Credit Requirements</u> In all above cases, earn 22 units of credit	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

Note: The Regents Competency Test safety net for students with disabilities will continue to be available for students entering grade 9 prior to September 2010. Students using this safety net will receive a local diploma.

The low-pass option of scoring between 55-64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities, without local option.

COURSE REQUIREMENTS (INCLUDING SEQUENCES)

Required Courses	Local Diploma	Regents Diploma	Regents Diploma with Advance Designation
English	4 Units	4 Units	4 Units
Social Studies	4 Units	4 Units	4 Units
Mathematics	3 Units	3 Units	3 Units
Science	3 Units	3 Units	3 Units
Health	1/2 Unit	1/2 Unit	1/2 Unit
Art and/or Music	1 Unit	1 Unit	1 Unit
Core Credits	15 1/2	115 1/2	15 1/2
World Languages: French, Spanish, Latin	1 Unit	1 Unit	3 Units (or 1 credit in World Languages and 5 Units in Art or Music or Tech)
Physical Education	2 Units	2 Units	2 Units
Electives	3 1/2 Units	3 1/2 Units	1 1/2 Units
Total Required Credits (Minimum)	22	22	22

Required Regents Exams:

Regents Diploma
English
Math A/
Integrated Algebra

Global History
U.S. History
1 Science

5 Required
Regents Exams

Advanced Regents Diploma
English
Math A/Integrated Algebra
Math B or Geometry, and Algebra 2/
Trigonometry
Global History
U.S. History
2 Sciences*/Biology and
1 Physical Science
World Languages
8 Required
Regents Exams

The Math sequence is being changed by the State Education Department to a 3-year program of Algebra (Integrated), Geometry, Algebra 2 and Trigonometry. CSHHS will first administer Integrated Algebra in June 2009. The last administration of Math B will be in June 2010.

* One science from each category: 1) Living environment (Biology) and 1) Physical setting.

SIX DAY CYCLE

Each school day will be assigned a numerical designation (1-6). September 3, 2008, the first day of school will be Day 1, for example. Assuming there are no unexpected days off, September 10, 2008 will be Day 6 and September 11, 2008 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 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

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 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 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 for senior varsity athletes.

GRADES IN PHYSICAL EDUCATION

The criteria for determining a student's grade in Physical Education are attendance and all aspects of participation.

P = Pass - satisfactory attendance and participation

F = Failure - unsatisfactory participation (lateness, lack of cooperation, not properly attired, etc.

or

any illegal absence after the initial call was made or letter of notification was mailed

or

failure to complete the necessary make-ups by the end of the marking period

All students must pass four years of physical education in order to fulfill graduation requirements.

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.

AUDITING COURSES

Students may audit any course without receiving credit provided that:

1. Approval is received from teacher and counselor.
2. There is sufficient room in the class.
3. The student completes all work required at the option of the teacher.
4. The student demonstrates appropriate classroom behavior.

DEADLINES FOR DROPPING AND ADDING A COURSE:

For full year electives:

- Drop - up to one week after second progress report
(Deadline - Friday, January 8, 2010)
- Add - Up to two weeks from high school start
(Deadline - Wednesday, September 23, 2009)

For semester electives:

- Drop - up to one week after the first report card
(Deadline - Fall - Monday, November 30, 2009)
Spring - Wednesday, April 28, 2010)
- Add - up to two weeks from their start
(Deadline - Fall - September 23, 2009
Spring - February 12, 2010)

Course Level Changes, from H/AP to Regents or Regents to Non-Regents or extended:

- Drop - up to one week after second progress report
(Deadline - Friday, January 8, 2010)
- The first marking period grade is carried over
 - At the end of the course, the "accepting" teacher has the discretion to override the final grade
 - As soon as a student changes levels, the previous designation (H/AP etc.) is dropped from transcript and report card.

NOTE: Any exceptions to the above must be approved by the administration.

RELEASE OF STUDENT RECORDS

Student records may not be released to any agency, company, or non-school personnel without student and/or parental 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 F. 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 Regents 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 laboratory 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 Senior 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 guidance 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 will be selected for the AP or Honors courses based upon performance in prerequisite programs and the recommendations of the respective departmental staffs and guidance counselor. The procedure will be consistent with that used for all honors level programs.

A.P. EXAMINATIONS

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

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

Reporting AP Exam Grades

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

SCHOOL 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 work load, the faculty follows as a general guideline, a rotating test-schedule by department. This schedule applies only to full-period exams, not to quizzes. (Quizzes are expected to be completed in fewer than 20 minutes under regular testing conditions). This year's schedule guideline is as follows:

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

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 sent to parents of students. They are mailed directly to the home at the approximate midpoint of each marking period. The dates for mailing are shown on the Marking Period Calendar (following).

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 are urged to contact their child's guidance 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). Except for the final marking period in June, report cards are distributed to students in Homeroom and are mailed home. The dates for distribution are shown in the Marking Period Calendar and the District Calendar.

Parents 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 HIGH SCHOOL

2009 - 2010

FIRST MARKING PERIOD

Wednesday, September 9 – Friday, November 13 (44 days)

Progress Reports Due	Friday	October 9 (8 am) (22 nd day)
Progress Reports Mailed	Friday	October 9
Grades Due	Friday	November 20
Reports Cards Distributed	Monday	November 23

SECOND MARKING PERIOD

Monday, November 16 – Friday, January 29 (44 days)

Progress Reports Due	Friday	December 18 (8 am)(22 nd day)
Progress Reports Mailed	Friday	December 18
Grades Due	Friday	February 5
Reports Cards Distributed	Monday	February 8
Regents/RCT Exams	Tuesday-Friday	January 26-29

THIRD MARKING PERIOD

Monday, February 1 – Tuesday, April 13 (41 days)

Progress Reports Due	Friday	March 5 (8 am) (20 th day)
Progress Reports Mailed	Friday	March 5
Grades Due	Tuesday	April 20
Report Cards Distributed	Wednesday	April 21

FOURTH MARKING PERIOD

Wednesday, April 14- Thursday, June 10 (41 days excluding Regents/Final Exam period)

Progress Reports Due	Tuesday	May 11 (8 am) (20 th day)
Progress Reports Mailed	Tuesday	May 11
Final Exams	Fri-Mon	June 11-14
@Regents/RCT Exams	Tuesday - Thursday	June 15-24
Grades Due	(According to Year-End Schedule)	
Report Cards Mailed	Thursday	July 1

*Instructional Days Only – Superintendent Conference Days Excluded
@School will be open; classes scheduled as usual

GRADING SYSTEM

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

<u>Letter Grades</u>	<u>Traditional Equivalents</u>	<u>Grade Point Range</u>	<u>Standard 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+	2.33

15.980

3.196 Average = 3.20

Under certain circumstances students may be issued a "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".

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-	1	1.66
		----	----
		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 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 offered on a Saturday late in October. 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 (NMQT). Registration information for the PSAT will be announced through 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.

<u>STANDARDIZED TESTING CALENDAR</u>	
<u>TEST</u>	<u>DATE</u>
ACT	September 12, 2009
SAT	October 10, 2009
ACT	October 24, 2009
SAT	November 7, 2009
SAT	December 5, 2009
ACT	December 12, 2009
SAT	January 23, 2010
SAT	March 13, 2010
ACT	April 10, 2010
SAT	May 1, 2010
AP Exams	May 3-14, 2010
SAT	June 5, 2010
ACT	June 12, 2010

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. While a Regents Diploma is not a requirement, most colleges do require that students successfully complete a college preparatory program.

As soon as a student becomes interested in a college, he/she should check requirements in the latest college catalogue. Catalogues and reference books are available in the Counseling Center. Students should also not hesitate to discuss their college selections with their guidance counselor. In the spring of the junior year, parents and their child will have an appointment with the college counselor in order to discuss post-high school plans.

SPECIAL SERVICES GUIDANCE

Students entering 9th grade are assigned to a school counselor. Each counselor will seek to understand the unique needs of his/her students and to help them in solving problems which might arise regarding academic, personal, and social development.

The primary goal of the counselors is to facilitate learning for all students. It is their purpose to see that students learn to make decisions more independently and to accept responsibility for their choices.

Counselors meet routinely with their students to discuss course/program selections, college requirements/selections, and other academic matters.

Counselors meet with students assigned to them as early in the school year as possible to follow up on their progress. However, the counselors' doors are "always" open to discuss any problem a student might have involving other students, parents, or teachers.

Students may see their counselor during unassigned time, including lunch, or before/after school hours. Students are requested to check first with the secretary in the Guidance Department on the availability of the counselor.

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 personnel in the Learning Center.

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 be not done using school facilities.

All requests for tutors should be made through the Guidance Office.

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 parents 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

- 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

* 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 and tenth grades, as well as new students to the District, are required by New York State to have a complete physical examination. If preferred, this examination may be done by the family doctor.

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.

Screening tests of vision and scoliosis are done yearly. Hearing tests are conducted in 7th and 10th grade.

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 Guidance Office for procedures to follow.

THE LIBRARY

This area contains the book collection for all areas. 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 worker. 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)....911
(other).....692-6772

Drug Hot Line - Huntington.....549-8700

Family Service League.....427-3700

Alanon.....669-2827

Middle Earth Center (Suicide Prevention).....679-1111

BOCES.....549-4900

Cold Spring Harbor Library.....692-6820

Huntington Library.....427-5165

Huntington Youth Bureau.....351-3061

Suffolk County Police Dept. (emergency).....911
(other).....854-8200

Nassau County Police Department (emergency).....911
(other).....(516) 573-7000

Lloyd Harbor Police Department.....549-8800

Huntington Town Hall.....351-3014

Catholic Charities.....543-6200

Jewish Assoc. Services for the Aged.....724-6300

Lutheran Community Services.....724-5911

FRESHMAN CLASS

Pres.: Christina Carmi
Vice Pres.: Ella Israeli
Secretary: Samantha Lastig
Treasurer: Caroline Kugler

SOPHOMORE CLASS

Pres.: Jane Meyer
Vice Pres.: Breanna Giovanniello
Secretary: Maggie Andrea
Treasurer: Kelly Anne Sherlock

JUNIOR CLASS

Pres.: Rob Biedry
Vice Pres.: Cameron Lee
Secretary: Jessica Dowling
Treasurer: Tom Appel

SENIOR CLASS

Pres.: Patrick Hackeling
VicePres.: Alex Becker
Secretary: Brian Samuels
Treasurer: Taylor Terenzi

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 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 and on the bulletin boards.

CLUBS AND ACTIVITIES

Newspaper (Harbor View)
Yearbook (Harbor Tide)
Art Club
Drama
Spanish Club
French Club
Latin Club
Locks of Love
National Honor Society
Student Booster Club
Cheerleaders
Debate Team & Forensic Club
Mathletes Senior High
Varsity Club
Human Rights Club
Holocaust/Genocide Project
GROK
S.A.D.D./S.W.W.A.T.
Environmental Club

Model Congress
 Science Club
 Brainstormers
 International Club
 Technology Club
 Federal Reserve Challenge
 Knitting Club
 Cooking for a Cause
 Kids for Wish Kids

NATIONAL HONOR SOCIETY

The Three Harbor Chapter of the National Honor Society functions at Cold Spring Harbor 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
4. To develop character

SELECTION PROCESS

Students are selected for membership based upon scholarship, leadership, service, and character. Selection takes place by a Faculty Council consisting of eight faculty members 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.

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

CURRENT GRADE	REQUIRED WEIGHTED GPA(@ TIME OF APPLICATION)	COMMUNITY SERVICE LOG
Class of 2011	3.66	20 hrs per year/60 total @ application
Class of 2010	3.60	20 hrs per year/40 total @ application

Students who have met the academic requirement of membership (see chart above), may pick up the NHS application packet in the Social Studies Office from Mrs. Terenzi. It includes a Personal Information Sheet with Agreement to be signed by student and Parent/guardian, Leadership/Activities Summary, Service Log, Guidelines and Responsibilities of Membership and Membership in Good Standing requirements.

The Faculty Council makes its final determination on the basis of the data in the students' application packet, Candidate Evaluation Form, and whatever other information it has available regarding a particular candidate. Selection of members to be inducted shall be by a majority vote of the Faculty Council. It should be noted, however, that the Principal reserves the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members.

NOTIFICATION AND INDUCTION

Those eligible candidates selected for membership will be notified by mail. The official induction takes place at a special ceremony.

Scholastically eligible candidates who are not selected will be notified by the principal. Where feasible, this will be done at the same general time when accepted candidates are notified. The general reason(s) for their non-selection will be discussed with the student, and, upon request, with the parent.

APPEALS

Errors in numerical determination and/or judgment can occur. It should be understood that a basic objective of the Faculty Council is to be fair and impartial on the basis of information it has available and yet uphold the integrity of the Society's standards. Appeals from the students and/or their parents who believe an error has been made will be reviewed by the Principal and may be referred to the Council to reconsider or to check the data upon which their decision was based.

DISMISSAL

A member must maintain the standards for membership which were used as a basis for his/her selection. This includes the scholastic requirement of 3.66 for each marking period. Seniors must maintain a cumulative GPA of 3.66 for the first three quarters of their senior year. Seniors must also complete 5 hours of community service each quarter. A letter will be forwarded to the parent/guardian of the student who does not maintain his or her academic status in a specified marking period. Members who fall below the standards shall be promptly warned, in writing, by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. The Faculty Council makes the determination, by majority vote, for dismissal or non-dismissal. A member who has been dismissed may appeal the decision of the Faculty Council to the Principal.

DEFINITIONS

Leadership:

1. Takes constructive lead in classroom, school, or community activities.
2. Promotes worthy and proper school or community activities.
3. Successfully holds offices or positions of responsibility.
4. Contributes constructive ideas which improve the school or community.
5. Influences others for good through direct action or example.
6. Shows initiative in studies and activities.

<u>REQUIREMENT:</u> A sustained commitment in a minimum of two (2) school-related activities each year (grades 9-12) and a rating of satisfactory or better from all advisors and coaches.
--

Leadership is not based merely on the holding of extra-curricular office, but on actual performance.

Service:

1. Puts service to others above self-interest. Gives time, effort, talents, not for personal gain but for the class, school or community as a whole.
2. Performs committee or staff work.
3. Demonstrates a positive attitude towards teachers and other members of the staff, other students and visitors.
4. Represents the school or community in various types of competition or activities.
5. Renders service through the school to the community.

Service is not based on classroom work, projects, or activities in which grades or pay may be involved. A minimum of 60 hours verifiable community service is necessary for admission with 20 hours per year required to maintain membership (See Chart on previous page).

REQUIREMENT: 60 hours of verifiable community service 20 hours for freshman, 20 hours for sophomore and 20 for Junior year in a minimum of two (2) school or non-profit community organizations.

Starting with the Class of 2010:

Community service can be 5 hrs within the school and 15 outside of school per year or 20 hours outside school between at least two different organizations/groups.

Sports activities cannot be included for community service.

Appeals: Students will be informed and have 5 school days to respond. They will be given a copy of the pillars and will be asked to respond to how they do meet the pillar in question.

Character:

1. Meets promptly individual pledges and responsibilities.
2. Shows positive qualities of honesty, thoughtfulness, reliability, fairness and justice.
3. Demonstrates tolerance (sees the other point of view) and concern for others.
4. Shows self-discipline, cooperates in a willing spirit with school regulations. Actively, or through example, helps deter negative or destructive influences.
5. Upholds principles of morality and ethics.

PHILOSOPHY STATEMENT FOR INTERSCHOLASTIC ATHLETICS

Cold Spring Harbor 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 both the fall and spring sport seasons for Varsity, JV and Junior high school teams. (The fall meeting also includes those students participating in winter athletics only.) 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. Students will 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.
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 exceptions 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 CARD**. This card contains important emergency information and verifies parental consent.

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

Health Examination (Physical) Form (White) A separate 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.**

The general expectation is that all students will ride to and from all athletic contests on school provided transportation.

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.

<u>Fall Season</u>	August 19, 2009 to November 29, 2009 (football only)
	August 31, 2009 to November 22, 2009

Field Hockey
Soccer
Tennis
Volleyball
Cross Country

November 16, 2009-Feb. 28, 2010(wrestling and swimming only)
November 18, 2009-March 28, 2010(all others)

Basketball
Gymnastics
Winter Track
Fencing

Spring Season March 8, 2010 to June 13, 2010 (most sports)
March 15, 2010 (badminton, golf, volleyball)

BOYS

Baseball

Crew*

Golf

Lacrosse

Tennis

Spring Track

GIRLS

Crew*

Golf

Lacrosse

Softball

Spring Track

*In the sport of crew, boys and girls are combined on one team.

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.

BASEBALL AND LACROSSE

Playing baseball and lacrosse are restricted to the athletic fields only. There are to be absolutely no baseball or lacrosse activities near the Field House, high school or in the traffic circle at any time. All lacrosse and baseball activities that take place on the athletic fields are restricted to throwing and catching.

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 FIRE/BUS DRILLS

New York State Education Law requires that a minimum of twelve fire drills 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 fire and bus 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 photo copy of Class D license, a copy of car registration and proof of insurance. The application with a parent's 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.

Juniors: Space will no longer permit parking for Juniors under any circumstances.

NOTE: Drivers holding Junior (Class 6) Licenses in 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 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 drive with a junior license (class 6):

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.

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 given in the monthly edition of RIPPLES. 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. Dress appropriately
2. Behave properly, both during and after the activity
3. No Smoking
No Drugs
No Alcohol
4. Be sure of arrival and departure time.
5. Make arrangements to be picked up promptly.
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: STATEMENT OF POLICY OF NON-DISCRIMINATION

Title IX of the Federal Education Amendments of 1972 and the regulations adopted by the Office for Civil Rights of the HEW Department entitled "Non-Discrimination on the Basis of Sex" prohibits school systems from engaging in employment practices or from operating educational programs or activities which discriminate on the basis of sex. The Cold Spring Harbor Board of Education does not discriminate on the basis of sex.

APPENDIX H: POLICY ON SEXUAL HARASSMENT OF STUDENTS

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

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

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

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

Administration Regulations Concerning Implementation of Policy on Sexual Harassment of Students

1. Reporting Procedure. Students who believe they have been subject to behavior that might constitute sexual harassment should report the concern to the guidance counselor or chair of the department at the secondary level or to the principal at the elementary level.
2. Investigation. The matter will be reported to the principal, who will conduct an informal investigation and take such corrective measures as are consistent with the policy and the existing employee contracts and pertinent laws and regulations.
3. Further action. In the event the allegations continue or are of an increasingly serious nature, they will be reported to the Superintendent of Schools for additional investigation and if substantiated disciplinary or additional counseling or remedial steps will be taken, consistent with policies, laws, and contracts.
4. Appeal of the action or response of the person to whom the behavior was reported may be made to the next higher administration level, up to and including appeal to the Board of Education.

COLD SPRING HARBOR HIGH SCHOOL

TIME SCHEDULE 2009-2010

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

Period 1 (including 7:45 AM - 8:30 AM (45')
Homeroom)

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 - 2:35 PM

Late Buses: between 3:40 and 4:00
Clubs, Activities, After- School Help

*Athletic Buses: 4:40 PM Practices, Scrimmages,
5:40 PM Games

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

COLD SPRING HARBOR School Calendar 2009-2010

SEPTEMBER 2009

M	T	W	T	F
	1	2	3	4
	{8}	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(15+1)

September 7 Labor Day
8 Supt Conf Day
9 First Day of School
28 Yom Kippur

OCTOBER 2009

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(21)

October 12 Columbus Day

NOVEMBER 2009

M	T	W	T	F
2	{3}	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

(16+1)

November 3 Supt Conf Day
11 Veteran's Day
25-27 Thanksgiving Recess

DECEMBER 2009

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(17)

December 24-31 Winter Recess

JANUARY 2010

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(19)

January 1 New Year's Day
18 Martin Luther King Day

FEBRUARY 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

(15)

February 15 - 19 – President's Day
Mid-Winter Recess

MARCH 2010

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(20)

March 29-31 Spring Recess
(Passover/Easter)
30 First day of Passover

APRIL 2010

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(19)

April 1-5 Spring Recess
5 Easter Monday

MAY 2010

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(20)

May 31 Memorial Day

JUNE 2010

M	T	W	T	F
	1	2	3	4
	7	8	9	10
	14	15	16	17
	21	22	23	24
28	29	30		25

(19)

June 24 Regents Rating Day
25 Last Day of School

☐ Schools Closed { } Conference Day

The Cold Spring Harbor School District reserves the right to revise this calendar if emergency school closing during the school year requires additional teaching days.

TOTAL 181 + 2