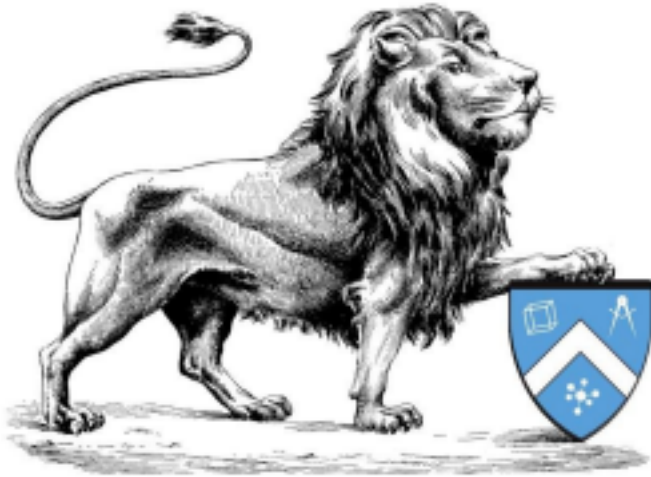


Columbia Secondary School for Math, Science, & Engineering Family Handbook 2023-2024



Si necesita ayuda con traducción al español de este manual, por favor contacte a la coordinadora de padres al (212) 666-1278, ext. 4; isisramos@columbiasecondary.org

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Whom do I contact about...

Principal	Vikram Arora		X5022 vikramarora@columbiasecondary.org
Assistant Principal	Erin Flaherty	Student Activities/Clubs Columbia Partnerships Calendar Questions ELA, ENL, Spanish, Art	X5072 erinflaherty@columbiasecondary.org
Assistant Principal	Dr. Zach Lynn	Operations Programming Social Studies & Science	X5074 zachlynn@columbiasecondary.org
Assistant Principal	Tricia Gordon	Special Education Health and Safety Physical Education Testing	X4122 triciagordon@columbiasecondary.org

My child will be late or absent.	Mr. Jean Guerrier	x5035
I have a question about student records.	Ms. Roxana Bosch	x5034
I have a question about my student's course schedule.	Dr. Zach Lynn	x5074
I need assistance connecting with school resources.	Ms. Isis Ramos	x5032
I have a question about Special Education	Ms. Tricia Gordon	x4122
I need a face-to-face letter (income)	Mr. Jean Guerrier	x5035
I need to pick up my child early.	Dean's Office (412A)	x4121
I need to contact the Guidance Counselors.	Ms. Elsa Cordoba Ms. Iris Lopez	x3132 x3133

I. SCHOOL DAY AND ACADEMIC POLICIES 2023– 2024

school hours: 8:03 AM- 2:23 PM

a. School Arrival

Students must enter the building through the designated CSS entrance, where CSS staff is located, welcoming students in until 8:20. Breakfast is served between 7:30 AM and 8:00 AM on the sixth floor. Students must be in their first period class no later than 8:10 AM. Students who arrive late must enter the building through the main entrance (where campus security is located).

b. School Dismissal

HS Students will be dismissed at 2:23 pm daily. Students will exit through Exit 6 (morning entry door). MS students are mandated for SONYC support, following their individual grade-level schedule from Mr. Phoenix Madera.

c. Early Dismissal

Please do your best to schedule medical and other appointments after school. If a student has an appointment before the end of the school day, s/he may not leave school on his/her own unless they are 17 or older. If the student is 17 or older, they are not to bring in a note signed by his/her parent allowing early dismissal to Mr. Guerrier in the OSS (Room 503), where s/he will also need to sign out. Students younger than 17 must be picked up by a parent or other adult listed on the blue card. To pick up, parents must report to room 503, where they will sign out their child.

d. Attendance/Punctuality

The CSS attendance rate is over 95%; attendance is the cornerstone to our success, and is directly correlated to student achievement. Students are expected to report every day on time. School should never be missed for vacation, travel, athletics, camps, etc - these absences are considered unexcused. **Informing the school:** If a student is going to be absent or late, Attendance Coordinator, Jean Guerrier should be contacted at 212 666 1278, press 2 or jeanguerrier@columbiasecondary.org. Students must present proof of outside appointments or notes from parents to Mr. Guerrier in the Office of Student Services (OSS), room 503, upon return from an absence. Continually unexcused lateness/absence can impede academic success.

Staying home from school (General Illness; Non-COVID)

Students should not come to school if:

- They have a contagious illness such as pink eye. If a parent suspects his/her child is contagious, s/he should contact his/her medical provider for guidance regarding treatment and school attendance.
- They have a fever of 100 degrees or more (should be fever-free for 24 hours before returning).

Minor colds, cramps or severe cold weather are not valid reasons for students to stay home from school. Please remember to bring a note to Mr. Guerrier in the OSS (room 503) with proof of a medical visit or a parent's note explaining the reason for keeping his/her child home.

e. Preparedness-Blended/Remote

- In the event of a shift to remote learning due to unforeseen circumstances, students are responsible for checking email and following all instructions from school administration & faculty. CSS will provide access to online platforms by the end of September each year; these platforms and live Zoom instruction will be used during a pivot to remote.

Students MUST come prepared with all required materials for each class. Refer to the course syllabi for a list of all materials required daily. Have a checklist in your planner and use it to pack your bag in the evening. Students must bring the following to class: writing utensils, homework/class work, books as specified by the teacher, other supplies (calculators, rulers, etc.). Students who are unable to purchase required supplies should contact their classroom teacher or the parent coordinator.

Homework & Grading

In all classes, homework is a significant portion of a student's grade. Teachers should be alerted as soon as a conflict arises that will prevent the completion of assignments on time. While every teacher will review how grades are calculated, grades are generally based on: tests & quizzes, homework, notebook checks (note-taking), class assignments & participation, midterm & final projects/exams. The school year is divided into Fall and Spring terms. Each term has three marking periods and ends with a final semester grade, which is the average of all three marking periods and a midterm/final (teacher's discretion).

g. Academic Integrity Policy

Students, faculty members, and parents should model and facilitate honorable behavior for each other, and strive to uphold our school standards of academic integrity. Please see the Academic Integrity Policy for further information & tier of consequences.

Student Responsibilities

Students are expected to:

- Turn in work that is their own and reflects their own fairly acquired knowledge
- Deal truthfully with all members of the school community

Academic Dishonesty is a Level 3 Infraction in the Chancellor's Regulations:

- B31- Engaging in scholastic dishonesty which includes but is not limited to: Cheating (e.g. copying from another's test paper; using material during a test that is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers in advance of the test)
- Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)
- Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)

II. Facilities Logistics and Policies

a. Shared Space

CSS is presently one of three schools located within the historic PS 125 building. The facility is divided as follows: PS 125, The Ralph Bunche School, serving grades Pre-K-5 on floors 1 and 2; K.I.P.P. STAR, serving grades 5-8 on the entire west end of the complex; and CSS, serving grades 6-12 on floors 3-5 and some high school science classrooms in the basement.

CSS middle school students should only travel between the third and fifth floors unless accompanied by school staff to recess or to the auditorium, in the basement, or to visit the nurse on the first floor (room 105). Students found in the KIPP West annex, on the second floor, or on the east end of the first floor will receive disciplinary action.

b. School Entrance

The CSS entrance for parents is located under the U.S. flag at 425 W. 123rd Street, next to the PS 125 banner. Students arriving on time enter by the CSS flag, doors closest to Morningside Drive. You will note that you must present yourself to the camera to be buzzed in.

c. Lunch/Cafeteria

In normal circumstances, the lunch periods are divided into several sections. All students are expected to be in the lunchroom during their lunch period unless scheduled for lunch tutoring with a teacher in his/her classroom. Any

student meeting with a teacher must have a valid lunch pass. Students may not leave the cafeteria with food. During lunch, students are expected to behave appropriately (e.g. waiting in line, moderate noise, table manners) and to follow composting and recycling procedures. Every family must complete a **School Meal Application**. Applications may also be completed online: nyc.applyforlunch.com. All families, whether or not their child qualifies for free lunch and whether or not they eat school lunch, must complete the lunch form. School funding allocations depend on their completion.

d. Student Bathroom Use

- Students may not go to the bathroom during the first and last 5 minutes of their class period - bathrooms are locked between periods
- Students must have a bathroom pass given to them by a teacher;
- Students are expected to keep bathrooms clean
- Students are expected to quickly and directly move through the building - there should be no dawdling or indirect routes taken, or bathroom privileges may be further limited.

e. Halls and Stairs

The following activities are prohibited in the hallways or in the stairways: running, littering, raised voices, profanity, disorderly conduct, public displays of affection, pushing, and eating. Book bags with wheels are prohibited unless the student owner has a 504 medical form on file specifically prescribing it.

Students and visitors should walk only on the right side of the hallway/stairway.

f. Lockers

Lockers are a privilege; all students are expected to adhere to the rules and regulations set forth by the school. All lockers are shared, and students must treat their locker-partners with respect. Lockers must utilize CSS-owned locks; students cannot use outside-purchased locks on lockers; CSS staff must be able to get into a locker if the need arises. Students should keep in mind that lockers are school property and not store anything that violates school or DOE rules in their lockers.

III. SCHOOL RULES & REQUIREMENTS

a. Uniforms

All students must come dressed in uniform every day and use a separate mandatory uniform for physical education classes. Students not in uniform will be subjected to disciplinary action. Please refer to the uniform policy (Appendix A).

b. Cell Phones and Other Electronic Devices

Unauthorized use of a cell phone and or other electronic devices is in violation of the DOE's Discipline Code, Chancellor's Regulation A-413, and/or DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code. Students should keep their cell phones in a locker, or in a zipped/closed backpack at all times. Cell phones are not permitted in class, and students with phones out should reasonably expect that their phone can be confiscated and given to an administrator until the end of the day.

Consequences for a phone out in class:

1st Time: Teacher asks to put it away

2nd Time: Teacher asks student to put it away, and records the interaction in Jupiter Grades. Parent notification.

3rd Time: Teacher notifies the Dean's Office for further disciplinary action, including a formal "violation of school rules" in the chancellor's discipline code. Participation/citizenship points in class can also be affected

After 3rd Time: Student will need to turn in phone daily upon entry to the Dean's Office and pick it up at the end of the day.

c. Sustainability

As part of the NYC DOE's Sustainability Initiative, CSS has implemented sustainable practices throughout our campus. These practices include: lunchtime composting and school-wide recycling, energy conservation, and maintaining the CSS Community Garden (usually in open garden hours after school). Since 2016 CSS has been one of the Grow NYC and DOE Zero Waste Schools. Please refer to Appendix H.

e. Athletics

Athletics are offered at CSS through CHAMPS and SONYC in middle school and PSAL in high school. Contact Athletic Director DeLucia.

IV. DISCIPLINARY POLICIES

When not specified by the DOE Chancellor and the Office of School and Youth Development (see below), **disciplinary consequences are determined by Principal Arora and Dean DeLucia on a case-by-case basis depending on the behavior and context. There are two areas in which the same rule violations result in the same disciplinary action, for all students: being late and being out of uniform.** The parent will be notified and a mandatory parent conference will be scheduled. Subsequent violations receive automatic consequences, no warnings.

Possible Disciplinary Responses to academic dishonesty and other infractions according to the Chancellor's Regulations: admonishment by pedagogical school staff, student/teacher conference, reprimand by staff (e.g. Assistant Principal), parent conference, in-school disciplinary actions (e.g. detention, exclusion from extracurricular activities), removal from classroom by teacher (after a student is removed from any classroom by any teacher three times during a semester, a principal's suspension must be sought if the student engages in subsequent behavior that would otherwise result in a removal by a teacher), Principal's Suspension (in-school, out of class for middle school, two hours in school, out of class for high school), Superintendent's Suspension (alternate school). The consequence will be leveled in direct response to the severity, impact, and investigation associated with the school infraction.

Discipline Code-Citywide Standards

The Chancellor and the Office of School and Youth Development have set forth codes of behavior which should be applied before, during and after school. All students will receive the Citywide Standards of Intervention and Discipline Measures at the beginning of the school year and are expected to read and understand the standards of behavior.

V. Safety Procedures & Health Policies a.

Entry/Exit/Safety Agents

Morning entry for students on time is exit 6 (by the CSS banner), all other entries past 8:20 am are through Exit 5 (under the U.S. flag). This entrance has two School Safety Agents (SSAs) to track incoming and outgoing traffic. Visitors must sign in with a photo i.d. Reminder: official entry time into the building is 8:00 AM.

Safety Tips

Parents and students should read the school safety tips in this handbook (Appendix C) together, develop a travel plan, and students should adhere to the tips and plan when traveling to and from school.

Reporting Incidents

In order for CSS to continue being a safe environment, students and parents need to report incidents when they occur so we can handle any conflicts refer to the appropriate agencies. In-class incidents should be discussed first with the teacher. Incidents relating to bullying, theft, physical aggression, or ones that take place out of school should be brought to the attention of Dean DeLucia (ext. 4121, harolddelucia@columbiasecondary.org) in room 412a or AP Gordon (ext. 5072, triciagordon@columbiasecondary.org).

Nurse

Students needing or requesting to see the nurse must get a pass from room 300. 6th graders must be accompanied by an escort their first time visiting the nurse, who is located in room 105 on the first floor. If students need

medication administered at the school or have severe allergies, a 504 Medical form must be completed by the parent and physician.

Staying home from school

Please refer to section I, sub-section “e”.

Emergency Situations

It is vital we have a parents’ up-to-date contact information in the event of an emergency involving a student. If a situation arises in which the entire school needs to evacuate the building, CSS will send out a recorded phone message or text. If the school does not have your correct or new telephone number, you will not know what’s happening or where to locate your child.

Substance Abuse & Mental Health

CSS provides intervention support through individual or group counseling and referrals. We have full-time middle and high school counselors to address substance abuse and mental health matters as well as social issues and academic concerns. (See “Primary Contacts,” pages 9).

VI. Technology

a. Internet Acceptable Use Policy

The NYC Department of Education outlined acceptable behavior when using the internet. That policy is copied for your convenience on page 16. (Appendix D)

b. Email

Essential communication from CSS staff and teachers arrives via email. By using CSS email, students and families stay up to date with school events and class activities. Parents and students both have received or will receive a CSS e-mail account. When you receive your User ID and password, we encourage you to set up you and your student’s e-mail in a way that makes it easily accessible along with your other e-mail accounts. For assistance, contact Aziz Woodson at azizwoodson@columbiasecondary.org.

While CSS administrators and staff will communicate major community events, happenings, and overviews relevant to the entire school community, we also are actively scaffolding student autonomy, responsibility, and individual engagement. To that extent, a sixth grade parent should expect much more frequency and minute communication regarding reminders for permission slips, about general in-class activities, marking period deadlines, or volunteer opportunities within the school than a twelfth grade parent; older students will have information communicated directly to them in the cases of many day-to-day situations, in an effort to prepare them for managing their own digital lives as college students.

c. CSS Parents Google Group & Other Communications

CSS Parents may choose to communicate in other private forums that are not directly affiliated with the school, including Google Groups, WhatsApp groups, Facebook groups, etc. The informal, electronic groups are a useful forum for comparing notes, finding answers, and sharing strategies. However, parents are cautioned to exercise good and thoughtful judgment in posting on public forums. We ask all parents to be digital role models for their students. To join the CSS Google Group, request admission at:

<http://groups.google.com/group/columbia-secondary-school-parents>

d. School Website www.columbiasecondary.org.

School events and reminders are regularly posted in the “Announcements” section. School year and monthly calendars are also posted on the site, in the calendar section (top right side of every page). Also on the site: forms such as electives selections and community service logs, school newsletters, information about CSS parent groups and more.

e. CSS Facebook Page & Instagram:

<https://www.facebook.com/ColumbiaSecondary>

Instagram: ColumbiaSecondary

Important Events and student/school accomplishments are posted here. Like the pages and get notified when there is a new post. Promote the page with family and friends.

VII. CONTACTING THE SCHOOL

School Telephone Number: (212) 666-1278; Fax: (212) 666-3805

Alternate numbers if you cannot get through: (212) 961-5670.

Website: www.columbiasecondary.org

Questions about coursework and grades may be addressed directly to the teachers. Parents should expect a response to emails within a few business days, but not on weekends or over school vacations, including the summer. Please be mindful that the teacher's primary responsibility is face-to-face interactions with students every day, and they are contractually obligated to respond to electronic communications once per week. If you have emailed a teacher more than twice, and over a week has passed and you haven't heard back, contact the parent coordinator for help getting a response. If your situation is an emergency (ex: a student must leave school midday and will miss an exam), please notify the parent coordinator or an administrator with a description of the problem, as the teachers will not respond during their teaching time.

Primary Contacts for Parents:

Elsa Cordoba, HS Guidance Counselor, ext. 3133

elsacordoba@columbiasecondary.org

Contact for academic, emotional and social concerns.

Jean Guerrier, Attendance Coordinator, press 2 or ext. 5035

jeanguerrier@columbiasecondary.org

Contact about attendance, metro cards, school letters and address change

SONYC Afterschool, ext. 5033, sonycdirectorcss@ywashhts.org

Contact about after school for grades 6 – 8

Aziz Woodson, Tech Specialist, ext. 5052

azizwoodson@columbiasecondary.org

Contact regarding school email accounts

Laur-Edine Pierre, School Social Worker, ext. 4132

Contact regarding emotional & social concerns, or for referrals and support connecting to external services and mental health providers

Harold DeLucia, Dean of Students, ext.4121

harolddelucia@columbiasecondary.org

Contact about discipline, athletics, school rules & policies

Iris Lopez, Bilingual MS Counselor, ext.3132

irislopez@columbiasecondary.org

Contact regarding academic, emotional and social concerns.

Isis Ramos, Parent Coordinator, press 4 or ext. 5032

irisramos@columbiasecondary.org;

Contact with any questions, concerns and/or suggestions.

APPENDIX A

CSS UNIFORM POLICY, School Year 2023-2024

All sweaters and sweatshirts worn over Dress Code must have a CSS emblem or design. Patches to iron onto outerwear can be purchased in the OSS (#503) for \$2 each, or 3 for \$5. Patches MUST be iron or sewn on apparel.

Middle school uniform:

Light blue polo shirt or button down dress shirt, short or long sleeved, with CSS emblem, blue jeans (no frayed or jeans with holes), and shoes or sneakers in a subdued color (and fully closed shoe from toe to heel). Students may wear CSS sweatpants (must have CSS design and no brand) instead of jeans during the school day.

High school uniform:

Navy blue polo shirt or button down dress shirt, short or long sleeved, with CSS emblem, blue jeans (no frayed or jeans with holes), shoes or sneakers in a subdued color (and fully closed shoe from toe to heel). Students may wear CSS sweatpants (must have CSS design and no brand) instead of jeans during the school day.

New additions 23-24:

- All students can wear “special events” t-shirts (from musicals, community events, field trips, clubs) PROVIDING the shirt clearly includes “Columbia Secondary School” or “CSS” in a legible font. Athletic jerseys are not permitted, except for Pride Fridays.
- All students can also wear black jeans or khaki-colored structured pants in lieu of blue jeans, providing that pants are free of rips, frays, and tears, and are “structured” (no spandex or other stretchy material).

Gym Uniform for both middle and high school students Grey T-shirts with the CSS emblem for middle school students, navy blue T-shirts with the CSS emblem for high school students, sneakers in subdued colors (and fully closed shoe from toe to heel), CSS sweat pants or navy sweatpants with no emblem, CSS gym shorts or navy shorts with no emblem (weather must be 75 degrees or above). Students may wear CSS sweatpants (must have CSS design) throughout the school day. All other gym clothing must be changed after gym class.

Sweaters, Cardigans & Sweatshirts

Students may wear a navy or grey sweater, cardigan, or fleece (zippered or pullover) with the CSS emblem during the day. The only

kind of sweatshirts they may wear are CSS sweatshirts that can be purchased from the PTA. Outerwear can be worn over dress code but **not instead of dress code.**

Seniors only (Class of 2024) may wear CSS pins on their solid-colored sweaters, cardigans, sweatshirts or fleece in lieu of an emblem that is sewed or ironed on.

Pride Fridays

On Fridays, any CSS event or activity T-shirts or CSS athletic uniform tops (jerseys, etc) are allowed.

Dress Down Days

On dress down days, the administration will send out guidelines for appropriate dress.

Warm Weather Attire

When temperatures are above **75 degrees F**, students may wear khaki or jean shorts (no holes). The length of the shorts must be to the fingertip.

Additional Policies

- No hats, hoods or caps may be worn in school
- Jeans and shorts must be worn at the waist or top of the hips. If a student's jeans fit snugly at the waist or top of the hips, a belt is not necessary.

Purchasing your Uniform Shirt, Gym Shirt, Spirit Wear, and Patches **PATCHES:**

Patches can be purchased in the Office of Student Services (OSS) in room 507 for \$2 each (or 3 for \$5). Patches must be ironed or sewn on.

YOU CAN BUY NEW UNIFORM SHIRTS IN TWO WAYS:

1) At any store and have the CSS emblem embroidered at one of the following places:

Harlem Underground, 20 E. 125th Street between Fifth and Madison avenues (212) 987-9385

Peligro Sports, 2200 Amsterdam Avenue between 169th and 170th streets (212) 568-0222

2) Purchase on the Lands' End website (<http://www.landsend.com/>), which has the CSS emblem on file. Go to the uniform section of the Lands' End website and use preferred school number 900120858. It can take several weeks from the time you place your order until you receive the shirts in the mail. If you sign up on the Lands' End email list there are frequent sales throughout the year during which you can buy the uniforms at a discount or with free logo. Generally the least expensive option is to wait for a free emblem promotion. The CSS PTA gets a commission for

everything you buy.

YOU CAN BUY NEW GYM SHIRTS the same ways you can purchase new polo shirts: purchase T-shirts (grey for middle school, navy blue for high school) at any clothing store and have the CSS logo embroidered or imprinted at one of the places listed, **or go through the Lands' End website, which now offers gym shirts.**

SPIRIT WEAR (CSS hoodies and sweatpants)

CSS hoodies (\$25) and sweatpants (\$20) with the CSS design can be purchased at school by the PTA on the first Friday of every month at dismissal from 2:30 pm to 4 pm, in room 500, diagonally across the hall from the Office of Student Services (OSS, Room 503).

Gently used items including uniform shirts and outerwear are available at school during the monthly sales. You or your student may take home these donated items for free or a suggested donation of \$5.

PTA New Spirit Wear and Gently Used Uniform Sale Dates, Room 500

First Friday of the month, 2:30 – 4:00 PM, pending parent volunteer participation

APPENDIX B

Student Bill of Rights and Responsibilities (Grades 6 – 12)

I know that I have a right to:

- be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- know what is appropriate behavior and what behaviors may result in disciplinary actions;
- be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school; · due process of law in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- come to school on time;
- appear for each of my classes at the start time, ready to begin work; · be prepared with appropriate materials and assignments for all classes; · show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school or at program sites;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- refrain from bringing weapons, illegal drugs, controlled substances and alcohol to school;
- refrain from bringing personal possessions that are disruptive (e.g., cell phone, beeper, pager) in school;
- share information with school officials that might affect the health, safety or welfare of the school community;
- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- follow all rules in the Discipline Code;
- behave responsibly as described in the Bill of Student Rights and Responsibilities.

Parent Section

I have received a copy of the Internet Use Policy and Bill of Student Rights and Responsibilities and understand the behavior that is required of my child.

I agree to help my child follow this agreement by:

- encouraging my child to be a respectful and peaceful member of the school community
- discussing the contents of the Discipline Code and the Bill of Student Rights and Responsibilities with my child
- participating in any discussions and decisions concerning my child's education
- attending scheduled appointments with school staff
- providing the school with current telephone numbers and emergency contact information
- alerting the school if there are any significant changes in my child's health or well-being that affects his/her ability to perform in school.

APPENDIX C

Safety Tips-School year 2023-2024

Be aware on the street and train

- Remove distractions-books, cell phones, iPods/iPads, headphones, or any other electronic device
- Walk to the subway and bus with friends, preferably two, or more
- Use main streets, do not walk through parks or the housing complex as a shortcut

Watch for large groups of teenagers or any unfamiliar people.

Do not approach large groups, cross the street or go into a store · Do not engage in conversation with strangers (ex: asking what the time is, borrowing money, or asking any personal information)

- If you need assistance with anything, come back into the school, or if you are near a store, go inside and seek assistance from an adult

Dismissal

- After dismissal, go straight home or to your designated afterschool activity · Do not hang out in front of the building or in the subway
- Plan a regular route with your family, and always let your parent/guardian know your whereabouts
- If you feel unsafe at dismissal, notify the Safety Agent immediately

Emergency Calls

- Call 911 if you see a crime in progress or have just been a victim of a crime. Including, harassment or intimidation, assault or theft. Be a good CSS citizen, and look out for each other
- If you are a victim of a crime, please file a report with the police (NYPD 26th Precinct). Police reports are official documents of an incident
- Call 311 for **non**-emergency situations or incidents, registering complaints or making suggestions regarding the school, neighborhood or any city agency

Safe Havens

- Safe Havens are businesses that help protect children get away from dangerous situations, or can lend use of a phone if there's an emergency-Please familiarize yourself with those safe haven businesses along your routes to and from school.
- <https://publicsafety.columbia.edu/safehavens>
- Note: The red lion logo means it's a Columbia University safe haven location; yellow is an NYPD-approved site. Both are fine; even locations without a logo in the window
- NYPD routes to transportation during school hours; Amsterdam W.123rd-125th and Morningside W. 123rd-125th, Crossing guards: Amsterdam W. 123 and Morningside W. 123rd St

APPENDIX D

CSS Internet Acceptable Use and Safety Policy

All NYC Department of Education students are deemed as users of the “Department” and any use of the internet system must follow the policies set forth by the Department of Education Internet Acceptable Use and Safety Policy (IAUSP), revised as of July 1, 2012.

The Citywide Standards of Conduct and Uniform Disciplinary Measures govern this policy. All users are expected to adhere to the guidelines and regulations and not engage in any prohibited behavior.

The non-exhaustive list of prohibited behavior:

- a. Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on Department web pages, or professional social media sites;
- b. Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- c. Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- d. Sending, posting, or otherwise distributing chain letters or engaging in spamming; e. Damaging computer equipment, files, data or the Department’s Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others’ electronic, or engaging in conduct that could interfere or cause a danger of disruption to the Department’s educational or business environment;
- f. Using the Department’s Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- g. Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for Department, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- h. Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Violators will be appropriately disciplined according to the Discipline Code.

**This policy can be found at

<http://schools.nyc.gov/Offices/EnterpriseOperations/DIIT/WebServices/iaup/default.htm#preamble>.

APPENDIX E

Lockers are a privilege; all students are expected to adhere to the following:

- Locker use is only before your 1st period class, lunch and at dismissal, · Students may not use the lockers during their class time.
- Lockers are not areas of idle waiting; students are not permitted to linger or loiter around locker areas.
- Students are expected to arrive to class on time, locker usage will not be an acceptable excuse for tardiness.
- Each student is responsible for their items; students should not store valuable items in the locker.
- Students should not leave food or beverages overnight, if food or beverages are found in a locker, items will be removed immediately.
 - All Chancellor's Regulations apply to locker storage; students are prohibited from bringing and storing any items which are considered dangerous and/or any controlled substances; students found to be in possession of such items will face immediate disciplinary action, which can lead to possible suspension.
- Any form of vandalism will not be tolerated; students found vandalizing any school property will immediately lose their locker privilege.
- The cost of a lock is \$3.00, only the school locks can be used.
- All lockers will be shared, 3 students per locker, students can choose their locker mates.

APPENDIX F

Parent Involvement

PARENT GROUPS

Parent-Teachers Association (PTA) www.columbiasecondarypta.org

PTA Events and Fundraising

All parents are automatically members of the PTA! We hope you will join us at monthly meetings listed on monthly calendars and the CSS website. The first meeting of the school year is Tuesday, September 13, 2021, at 6:15 p.m.

Among events the PTA supports are: Hispanic Heritage Celebration, Black History Celebration, Annual CSS Musical, International Week, Teachers Appreciation, 8th Grade Step-Up Dance, Senior Student Dinner with Senior Award Ceremony, Middle School Yearbook, CSS PTA Scholarship Awards. In addition to dues donation, PTA Fundraising Activities include bake sales, school photos, used uniform donations and social events including a gala “spring fling.”

Your CSS PTA spends money on CSS homework planners for all 6th graders, meals for teachers during Parent Teacher Conferences, sports equipment (recent purchases have included volleyball padding, poles, nets & referee stands; rugby uniforms); music & arts (Jazz Assembly, Shakespeare performances, new auditorium wireless microphones, make-up & costume expenses for musicals), Teacher Mini-grants; school-wide improvements and projects (student ID machine, automated Telephone Notification System).

For more information, visit www.columbiasecondarypta.org.org (PTA website) or www.columbiasecondary.org/pta (PTA section of CSS website) Questions: ptacommunications@columbiasecondary.org

WAYS YOU CAN HELP RAISE \$\$\$ FOR CSS

- Donate to the CSS PTA and Friends of CSS. Many families find it helpful to make two payments, one to Friends and one to the PTA, at the same time. You can donate to both on the CSS website (www.columbiasecondary.org). For the PTA, you can also bring payment to a PTA meeting, make a payment on the PTA website, or send payment with your child to the OSS (room 503). For Friends of CSS, payments go to the main office (room 507)
- Help write and submit grants for CSS. Contact the parent coordinator for information (212 666-1278, press 4 or ext. 5032)
- Propose a fundraising idea to the PTA and manage it
- Bake for the monthly sales

PARENT VOLUNTEER OPPORTUNITIES AT CSS

- Attend PTA and/or School Leadership Team meetings
- Offer to start a parent group that doesn't currently exist
- Help plan social gatherings for parents to get to know each other
- Help staff the monthly bake sale
- Help organize and run in-school events (Hispanic Heritage night, Black History celebration, performances, science night, etc.)
- Help with costumes, sets, and more for musical theater productions
- Assist coaches and gym teachers with sports and fitness programs
- Chaperone your child's or another class on field trips
 - Get involved with special school green initiatives (Community Garden, Green Team, School Cafeteria Composting)
- Interpret at meetings or translate documents from English to Spanish, Mandarin and other languages

The School Leadership Team (SLT)

Composed of the principal, parents, teachers, and students, the SLT develops the school's Comprehensive Educational Plan (CEP) that is aligned with the school based budget. It helps to evaluate the effectiveness of the school's educational programs and their impact on student achievement. Current priority areas for the current SLT include facilities concerns and school tone. If slots are available, SLT members are nominated and elected at the end of the school year. The SLT meets once per month. Check monthly calendars, the calendar on the school's website (www.columbiasecondary.org) or with the parent coordinator to confirm dates and times. Meetings are open to all parents, but only members can vote. Parents can bring issues of concern to an SLT parent representative prior to meetings.

Friends of CSS

The Friends of Columbia Secondary School for Math, Science, Engineering, Inc., is a New York state charitable corporation formed to support the academic mission of CSS and it is separate and independent from both the PTA and from the DOE. All contributions to Friends of CSS are deductible from federal and state income taxes to the full extent allowed by law. Most of Friends' income comes from Columbia University's annual contribution to CSS and external grants, but a significant amount also comes from voluntary charitable gifts from CSS parents and families. The priorities for the use of funds are determined by the school's principal in consultation with the faculty. Currently funds raised pay for experiential learning field trips, engineering and technology equipment, the college counseling program and more. Friends consists of parent representatives from each class cohort, the Principal, PTA President, and a representative from Columbia University.

APPENDIX G

Zero Waste and Sustainability Policy

Since 2016 CSS has been one of the Grow NYC and DOE Zero Waste Schools. The goal is part of NYC's Vision 2030 plan to reduce the amount of waste going to landfills by reducing disposables and increasing materials that are re-used, recycled, or composted. The CSS Green Team elective works to build awareness, educate, and implement these policies throughout the year, but all students, parents, and staff are expected to adhere to these goals.

All students must be mindful of where they are placing trash throughout the day. Bins are labeled with signs in the hallways, lunchroom, and all classrooms to indicate the four main waste streams: (1) paper, (2) M/G/P/C (metal, glass, plastic, and cartons), (3) organics/food waste, & (4) landfill. Be sure you are depositing all trash correctly in one of these bins.

Students should ask questions of teachers and other peers if they do not know where to deposit trash.

Proactive effort is required of all students. It is expected that students learn and adhere to the policies at all times. Trainings will be offered.

Food and water should not be brought into the hallways or classrooms. These items must be consumed and disposed of in the cafeteria. Their presence in the classroom leads to other custodial and cleanliness issues.

All students are asked to volunteer at least once during a lunch period to monitor waste disposal in the cafeteria. More information will follow throughout the year for how to sign up. Students should take this seriously.

Students are asked to reduce the amount of trash they are generating throughout the day by bringing and using reusable bags, water bottles, and other containers when needed.

Energy conservation is required at CSS. Computers, smart boards, lights, air conditioners and other electronics are expected to be turned off when not in use. Students can model and reinforce these habits in the classrooms.

Volunteering in the CSS garden helps connect students to nature and promotes community building and habits of sustainability. Please check CSS e-mail frequently to learn about open garden opportunities.

CSS 2023 – 2024 School Calendar

Date	Day	Event
September 7	Thursday	First Day of School
September 25	Monday	Yom Kippur-Schools closed
September 28	Thursday	Virtual Curriculum Night
October 9	Monday	Indigenous Peoples' Day – Schools closed
November 7	Tuesday	Election Day - Schools closed
November 16	Thursday	Evening PTC
November 11	Friday	Veterans Day-Schools closed
November 16	Thursday	Evening PTC
November 17	Friday	Afternoon PTC-half day (11:45 dismissal)
November 22 -23	Weds -Thurs	Thanksgiving Recess – Schools closed
Dec. 25– Jan.1	Mon. - Mon.	Winter Recess – Schools closed
January 2	Tuesday	School Reopens
January 15	Monday	Dr. Martin Luther King Jr. Day – Schools closed
Jan. 23 - 26	Tues. - Fri.	Regents Week
January 29	Monday	Chancellor's PD Day-Students do not attend
January 30	Tuesday	Spring Term begins
February 19-23	Mon.- Fri.	Midwinter Recess-Schools closed
March 21	Thursday	Evening PTC
March 22	Friday	Afternoon PTC-half day (11:45 dismissal)
March 29 - April 1	Fri. -Mon.	Easter Weekend -schools closed
April 10	Wednesday	Eid Al-Fitr - School closed
April 21	Monday	Eid Al-Fitr- Schools closed
April 22 - April 30	Mon. - Tues.	Spring Recess - School closed

May 1-12	Weds.- Sun.	AP Exams
May 7-9	Tues.-Thurs.	Math State Exams
May 27	Monday	Memorial Day- School closed
June 6	Thursday	Chancellor's PD Day-Students do not attend
June 13	Thursday	Last day of regular classes for HS students
June 14-26	Fri.-Wed.	Regents Week (8-12)
June 17	Monday	Eid al-Adha - School closed
June 19	Wednesday	Juneteenth (observed)- Schools closed
June 26	Wednesday	Last day of school for students

Please Note: School events are subject to change. Please check the school public website (www.columbiasecondary.org) for updates and additional events. Monthly calendars are sent to parents by email, posted on the school website and distributed to students to take home.