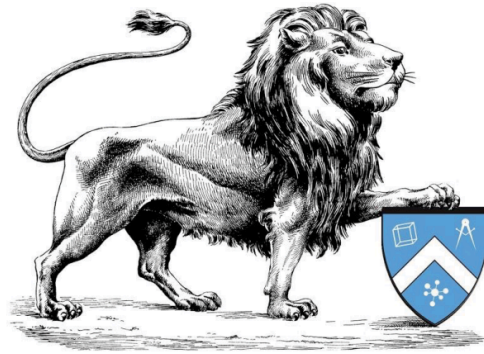


Columbia Secondary School



Student & Family Handbook
2025-2026

P - Perseverance
R - Resilience
I - Integrity
D - Diversity
E - Engagement

Columbia Secondary School

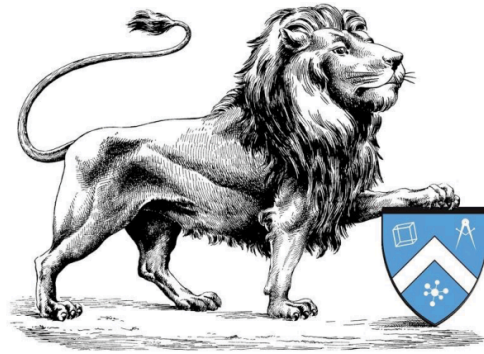


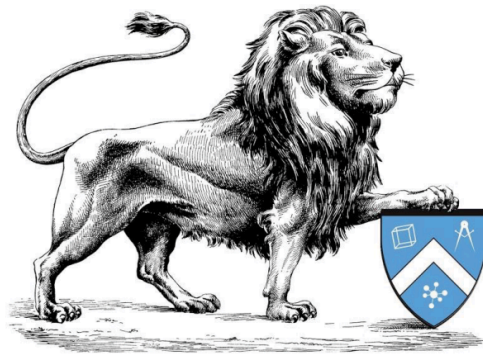
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School Mission

Columbia Secondary School for Math, Science, and Engineering is a diverse educational community in Harlem, which fosters an environment of civic and academic excellence for passionate, creative, and engaged students. Through a shared focus on science, technology, engineering and math (STEM), students are provided with the resources to pursue advanced courses of study in a supportive and inclusive environment. Our approach to STEM intersects philosophy, art, ethics, and theoretical decision-making with more practical and applications-based learning. CSS fosters within its student body: social and political consciousness, responsibility to their communities and the world, and dedication to a life of creation and discovery in service of humanity.

Columbia Secondary School



General Information

1. School Hours

a. High School

- Office Hours: Tuesday, Wednesday, Thursday 1st Period (8:00 A.M - 8:47 A.M). Each teacher will decide which day they will be in for office hours. Updated schedule will be posted at the beginning of the year.
- School Day: 2nd Period (8:50 AM) - 9th Period (3:27 A.M)
- Clubs/Activities: Begin directly after 9th period (Specific start time depends on Compass, PSAL, or club of choice)

b. Middle School

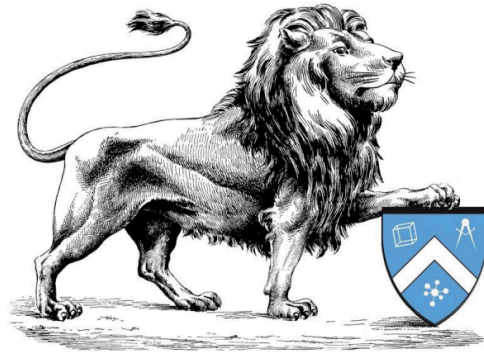
- Office Hours: Tuesday, Wednesday, Thursday 9th Period (2:40 P.M - 3:27 P.M). Each teacher will decide which day they will be in for office hours. Updated schedule will be posted at the beginning of the year.
- School Day: 1st Period (8:00 A.M - 2:37 P.M)
- Clubs/Activities: as per SONYC

- c. Breakfast for All: 7:30 AM - High School students should stay in the cafeteria until they are dismissed by staff to their first class.

2. Entry, Exit and Dismissal Location

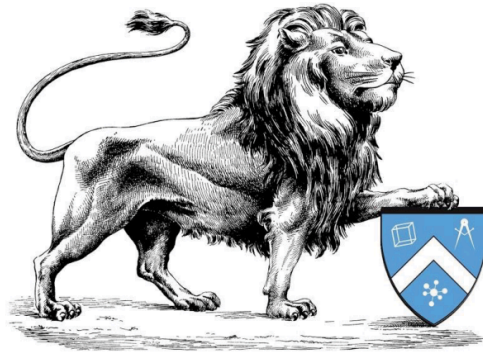
- a. Students arriving between 7:30 and 8:15 enter through Exit 6. From 8:30-9:15, enter through the annex. All late students enter through the main entrance.
- b. Late students go to room 507 to sign in for the day before going to their first class.
- c. Dismissal through the exit door in whichever building your last class takes place (annex or exit 6 main)
- d. Further details:
 - Early Middle School Students: Any Middle School students who are early will go to the 6th floor cafeteria and wait for school to start.
 - Middle School Dismissal (Grades 6-8) - 2:37 P.M
 - Middle School Dismissal Door: Middle Schoolers will exit through the same door as last year (CCS Door 6). This is the first door on W123rd when walking from Morningside to Amsterdam.

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- Leaving Middle School Early: Middle school students must be picked up by an authorized adult listed in their NYCPS record. The authorized adult is required to sign in with the School Safety Agent (SSA) and then report to the main administrative office (Room 507) to complete the sign-out process.
 - High School Entrance Door: High Schoolers will enter through the Main Annex Door (New CSS High School Door)
 - Early High School Students: Any High School students that are early, will go to the 6th floor cafeteria and wait for school to start.
 - High School Dismissal (Grades 9-12) - 3:27 P.M
 - High School Dismissal Doors: High Schoolers will exit through the same door as last year (CSS Door 6) or the main Annex door. High schoolers should leave the building through the door closest to their 9th-period classroom.
 - Leaving High School Early: Students may only be released to an authorized adult listed in their NYCPS record. The authorized adult is required to sign in with the School Safety Agent (SSA) and report to the main administrative office (Room 507) to complete the sign-out process. For high school students only, if the authorized adult on record is unable to appear in person, the school will accept an email from that same authorized adult, using the email address listed in the NYCPS record, granting permission for the student to leave the building.
 - ****All Late Students****: All Late students will enter through the main entrance (door with security). Students will report to room 507 and sign in for the day before going to their first class. We are expediting the order of the scanning machine previously used for signing in late. Late procedure will be updated slightly when this machine arrives.
3. Students should stay home when they are ill. The DOE attendance and illness policy can be found [here](#). Please note the COVID isolation policy was revised in March of 2024. COVID illnesses do not require automatic isolation, and instead guidance includes:
- a. Respiratory illnesses include flu, RSV, and COVID-19
 - b. Based on updated health guidance, people with respiratory illnesses should stay home and away from others based on their symptoms.
 - c. If your child has COVID-19 symptoms, they should get tested and separate from others right away. You should speak to a provider to see if treatment is appropriate for your child.

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- d. Your child should stay home until, for at least 24 hours, they have had no fever without taking fever-reducing medicine and other COVID-19 or other respiratory symptoms, such as cough, are getting better.
 - e. If your child tests positive for flu, RSV, or COVID-19 but has no symptoms, they do not need to stay home but they still need to take necessary steps to prevent spreading the virus to others (see appendix B: Avoid Getting Others Sick).
4. Academic Integrity, Grading, and AI
- Please Read Appendix A, distributed alongside this handout, for the thorough academic policy, which articulates tiered consequences for academic infractions.*

Family Rights/Responsibilities and Important Information

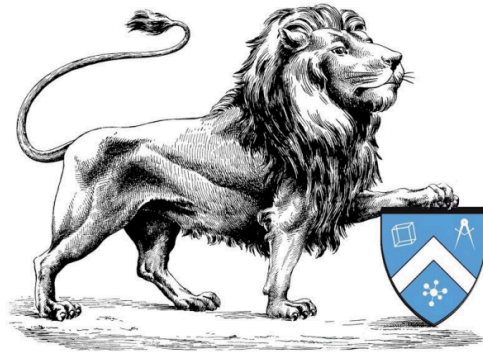
CSS uses the New York City Public School (NYCPS) GAMA system for mass communication and data collection. Within the NYCPS parent portal, parents can check the following:

- Student daily and historical attendance (monthly for current school year; annual percentage of attendance for prior years)
- Report card and transcript grades
- The phone numbers and addresses (physical and email) that CSS has on file
- List of parent/guardian on record, and other adults/caregivers who have permissions to access student information.
- Standardized test scores
- Graduation and promotion check
- Student schedule
- And more!

The information provided on your NYCPS account is the information CSS uses to:

- Send mass emails, mass phone calls (“robocalls”), and mass text messages to guardians
- Call home for individual circumstances
- Send attendance notifications when a student is marked absent from daily attendance
- Invite to the CSS grading platform, Jupiter

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It is critical that parents are routinely updating their contact information if your address/phone number should change. In an emergency, the first place a teacher/staff member will look for your contact information is on the NYCPS portal.

It is the parent/guardian responsibility to ensure that they have access to NYCPS and are able to receive notifications to your email/phone number of choice. If you have trouble with your NYCPS parent account, please contact Isis Ramos, our parent coordinator, to ensure you have timely access to all CSS communications.

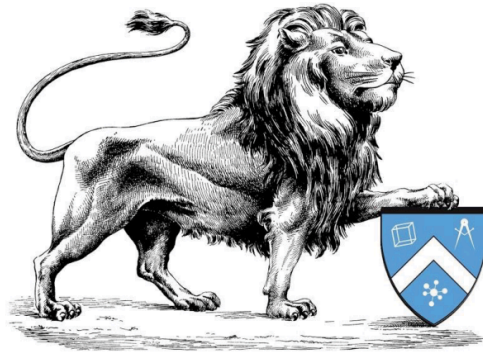
Parents within NYCPS have rights within the provision of a free, public education for their student; the right to access information about their child; the right to be actively involved and engaged in their student's education; and the right to file complaints and appeals about their child's education. [You can review the NYCPS parents' rights here.](#)

Parents also have responsibilities to the school. [NYCPS states that parents are responsible for:](#)

1. Sending their child to school ready to learn.
2. Ensuring that their child attends school regularly and arrives on time
3. Being aware of their child's work, progress, and problems by reading school notices, talking to their child about school, reviewing their child's work and progress reports, and meeting with school staff.
4. Maintaining verbal and/or written contact with their child's teachers and principal about the progress of their child's education.
5. Adhering to all school policies and applicable Chancellor's Regulations that pertain to their children's education.
6. Responding in a timely manner to communications from their child's school.
7. Attending all meetings and conferences requested by the school that pertain to their child.
8. Entering the school building in a respectful manner, refraining from disruptive behavior and treating all members of the school community with courtesy and respect.
9. Ensuring that the school is updated with accurate contact information (e.g., home address, telephone number).

How can parents help/access this information in addition to monitoring the NYCPS portal?

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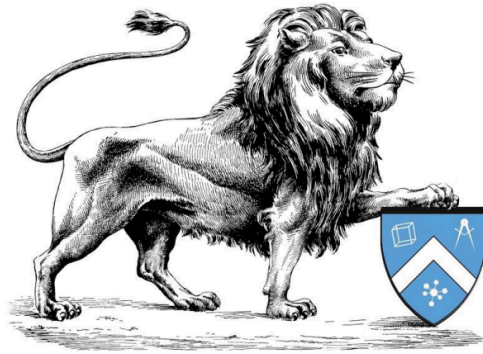
1. CSS uses Jupiter Grades to record daily classroom grades. Some teachers also use Jupiter to record classroom attendance. Jupiter is used mainly as a communication tool for these two purposes:
 - a. Student accountability - a place for parents and guardians to check on missing assignments, upcoming assignments, etc
 - b. Individual assignment transparency - teachers return graded work directly to students, but with the tool of Jupiter, parents can help monitor student progress and guide conversations at home. There are often comments left on graded work.
2. Attendance is the single greatest predictor of student success at CSS. Your attendance is expected daily. Should you experience illness, we request that you send a doctor's note or parent explanation of illness to Jean Guerrier the Attendance Coordinator and have your student communicate with teachers. Vacations, and other personal reasons for non-attendance should be scheduled at times other than the regular school day to the greatest extent possible. You can view the DOE calendar, with weekdays on which school is closed, [here](#).

Ways to Be Involved in our vibrant CSS Community

The Parent Teacher Alliance (PTA), Student Leadership Team (SLT), and committee positions within the school community are routinely advertised to all families. These are the only “official” parent groups sponsored and supported by the school.

1. PTA
 - a. 25-26 President: Anita Rao
 - b. Meeting schedule published on CSS website
 - c. All parents are automatically PTA members - public meetings!
2. SLT
 - a. Meeting schedule published on CSS website
 - b. All parents are invited to attend as observers
 - c. The SLT works on the school Comprehensive Education plan and focuses on curriculum, learning, and school goals. Membership is by election, but all PTA members can run for 2-year terms, and all parents can observe SLT meetings

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3. Private channels

- a. 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 can be a useful forum for reinforcing communication and sharing information amongst parents. However, parents are cautioned to exercise good and thoughtful judgment in posting on public forums - please exercise caution about posting identifiers about your child, other children, and school staff that could be misconstrued, screenshotted, and/or reposted publicly. CSS does not have access to, nor can monitor, private groups created by individual parents. CSS staff is not responsible for parent-to-parent engagement in non-affiliated forums.

CSS Cell Phone Policy

Under the updated policy, Chancellor's Regulation A-413, students are not permitted to use personal internet-enabled electronic devices during the school day. This includes devices such as cell phones, laptops, tablets, and portable music and entertainment systems.

Internet-enabled devices: Internet-enabled devices include any smartphone, laptop, tablet, smartwatch, or other device capable of connecting to the internet and enabling access to content on the internet, including social media applications. Internet-enabled devices do not include the following:

- Internet-enabled devices supplied by the school district, charter school, or board of cooperative educational services (BOCES) that are used for an educational purpose.

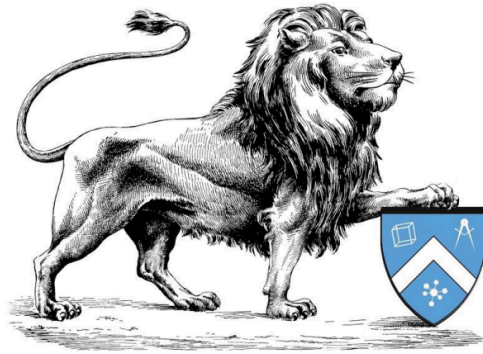
School Day: The school day shall mean the entirety of every instructional day during all instructional and non-instructional time. This includes homeroom periods, lunch, recess, study halls, and passing time.

School Grounds: The school grounds shall mean in or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school.

1. Required Pouch Use

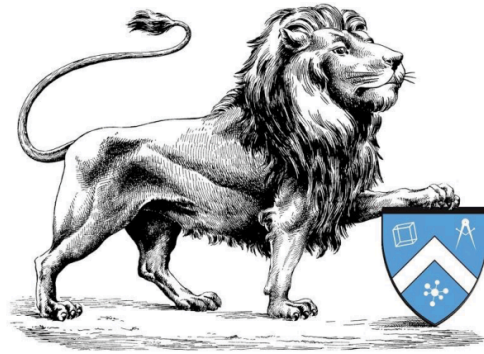
- a. All students will be issued a lockable pouch at the start of the year. Students will be responsible for this pouch during the school year. Students are required to bring the pouch to school every day.

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- b. Before arriving at school, students must place their cell phone and any personal electronic devices (including smartwatches used for texting/calling, earbuds, etc.) into the pouch.
 - c. The pouch should be closed at all times while in the school building.
 - d. The closed pouch will remain with the student throughout the school day.
2. Emergencies
 - a. In case of urgent need, parents/guardians may contact the school's main office, and students may access a phone there.
 - b. Students who need to reach a family member during the day may request to use the office phone with staff approval.
3. Student Responsibilities
 - a. Arrive at school with their device(s) placed in the pouch before entering the building.
 - b. Keep their pouch in good condition; families will be charged 25 dollars for lost or damaged pouches.
 - c. Follow all staff directions regarding pouch use and unlocking.
4. Staff Responsibilities
 - a. Reinforce expectations consistently and fairly.
 - b. Direct students to the Dean's office if they are found in possession of a phone outside of the pouch.
 - c. Model respectful, minimal personal device use during instructional time.
5. Consequences for Non-Compliance
 - a. First Offense: Verbal reminder and pouching of the device.
 - b. Second Offense: Device held in the main office until the end of the day; parent/guardian notified.
 - c. Third Offense and Beyond: Device held until parent/guardian retrieves it; progressive discipline applied per the NYC DOE Citywide Behavioral Expectations to Support Student Learning.
6. Exceptions
 - a. Students with documented medical needs requiring device access must submit documentation to the principal/designee for approval.
 - b. Devices needed for any other special situations should be brought to the attention of the deans..
7. Communication to Families
 - a. The policy will be reiterated at student orientation, on the school website, and in student handbooks.
 - b. The most reliable way to reach their child during school hours is by calling the school's main office (212) 666-1278
8. Rationale

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- a. Research and experience show that cell phones and personal devices are significant sources of distraction in schools. By implementing a pouch-based system, CSS ensures that:
- b. Students remain focused on learning and peer interaction.
- c. Classrooms are free from the disruptions of ringing, buzzing, and unauthorized recording.
- d. Equity is supported: every student learns in the same distraction-free environment.
- e. Starting in September, New York is requiring statewide, bell-to-bell restrictions on smartphones in K-12 schools.

****If you are found in possession of a phone and do not have your pouch, the dean will provide you with a temporary pouch for the remainder of the day.****

Disclaimer: The cell phone policy is subject to change.

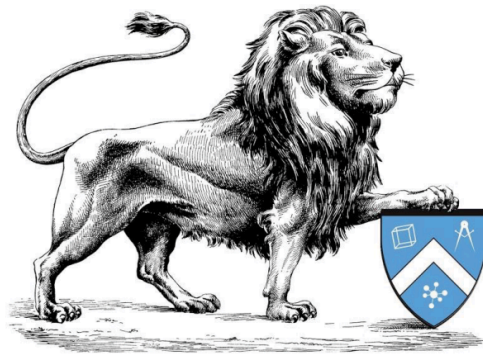
Parents and students are encouraged to consider the following steps/make arrangements that work best for their family:

1. Set up a family protocol for a system you might use for check-in upon arrival and dismissal. For example, parents might turn on notification tracking and see that their child has arrived, or set up a family protocol (ex: text me when you reach school, before you put your phone in the collection bin)
2. Students are encouraged but not required to turn their phones entirely off (as a plus, they will stay fully charged!), but phones must be silenced. Airpods, smart watches, etc will also be stored in the same pouch. We strongly encourage you to leave additional electronics at home!

Restorative Justice and Discipline Code

When not specified by the DOE Chancellor and the Office of School and Youth Development (see below), disciplinary consequences are determined by The Principal and/or the Dean's office on a case-by-case basis depending on the behavior and context.

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CSS seeks to be a restorative, affirming, and safe environment for all students. For low-level infractions and common student-to-student mutual conflicts, high school students are trained in peer mediation to engage in conflict resolution, supervised and guided by the RJ Coordinator or one of the deans. Through peer mediation, we hope to build life-long skills in relationship repair, honesty, integrity, and forgiveness.

For more serious infractions of the disciplinary code, or for repeat occurrences, including violations of the Chancellor's Regulations, the following disciplinary actions may be taken:

Possible Disciplinary Responses to behavioral violations: 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

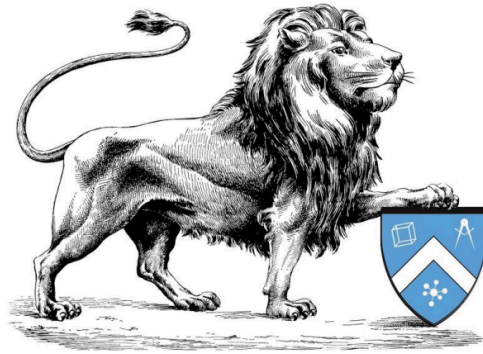
The Chancellor and the Office of School and Youth Development have set forth codes of behavior which should be applied before, during and after school. All students will receive the Citywide Standards of Intervention and Discipline Measures at the beginning of the school year and are expected to read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

School Uniform and Dress Code

Per NYC dress codes:

headwear worn for religious observance or disability-related attire; or

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head scarves, do-rags, beads and other hair accessories, short or long hair, locs, braids, and twists are allowed in schools.

In order to maintain a positive, safe, and inclusive learning environment, DOE policy prohibits students from wearing clothing in school, on school buses, or during any DOE- or school-sponsored programs or activities that take place on or off school property, which contains language (including slurs), images, or references:

- a. which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight;
- b. to profanity, obscenity, nudity, or sexual acts
- c. to threats of violence, injury or harm, or gang affiliation.

If a student comes to school wearing clothing prohibited by the dress code or DOE policy:

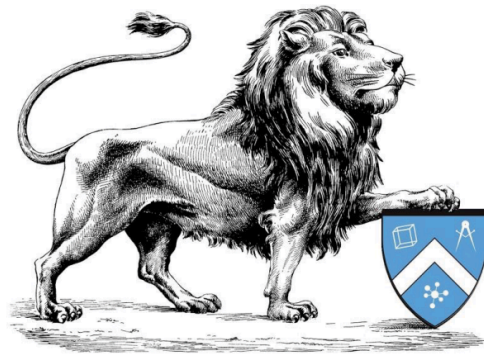
1. The school must notify the student and their parent(s) and discuss the importance of following the dress code and the expectation that the student will adhere to the dress code going forward.
2. In those situations where the school determines that an immediate adjustment of the student's clothing is warranted prior to the end of the school day, the school must advise the parent and student and discuss options for conforming with the dress code.

Adjustments offered should be appropriate and should not be used in a punitive manner or in a way which makes the student feel uncomfortable. Schools can consider offering the student clean alternative clothing if the school has such clothing on hand.

All Students

- Student ID with lanyard.
- Solid color pants or bermuda shorts (defined as below fingertips).
- Undergarments should not be visible.
- No open-toed shoes (slides, crocs, ext)
- Event shirts or hoodies (ex: showcases, pride, engineering, etc.) can be worn during the event and on PRIDE Fridays.
- On trips students are expected to maintain the daily dress code even if the trip falls on a Friday,

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unless the trip is related to the event clothing.

Middle School

- Light blue Polo CSS top, has to reach pants. Alt: Blue CSS Hoodie on top, with hood down.
- Families have the options to: purchase through Lands End (link on school website), or purchase a patch and iron/sew on to any light blue polo

High school

- Dark blue Polo CSS top, has to reach pants. Alt: Blue CSS Hoodie on top, with hood down.
 - Families have the options to: purchase through Lands End (link on school website), or purchase a patch and iron/sew on to any dark blue polo
 - Seniors can wear college merch from accepted colleges!!!
-
- Any family who requires assistance in obtaining a uniform can contact Ms. Isis Ramos
 - For dress-down/spirit days, all larger DOE dress rules are in effect (no real or prop weapons; no clothing with offensive language; etc).
 - If a student comes to CSS in a non-uniform or inappropriate attire, office staff will provide the student with a clean uniform.

Appendix A

Academic Integrity Policy

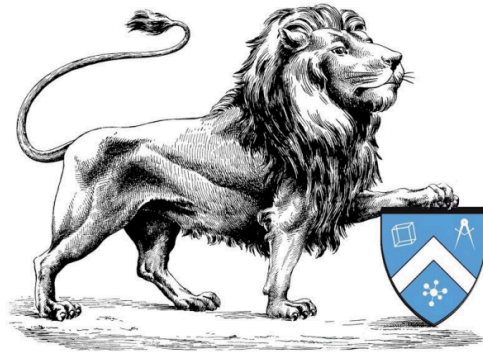
As part of our mission to provide “a challenging academic experience that prepares [our] students for selective colleges” as well as for a “life of...ethical responsibility,” concurrent with our goal to “train” students “to be aware of their ethical responsibilities”¹ The Columbia Secondary School insists that all community members act with integrity within their academics

Academic Integrity, according to our university partner, Columbia University, is the “cornerstone” of the “intellectual community,” as “our collective inquiry relies on trust and honesty,”² and, as such, we expect our students and faculty to comport themselves in a manner that fosters trust in their work and honesty toward one another.

¹ CSS Mission Statement

² The Columbia University Undergraduate Guide to Academic Integrity

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Conversely, academic dishonesty--of any kind--will not be tolerated. In addition to being morally and legally wrong (the word plagiarism derives from the Latin word for kidnapping³), academic dishonesty taints the reputation of both the individual student and of our institution.

As such, students who engage in the transgressions delineated below will be subject to the penalties herein described in accordance with the school's disciplinary policy and the Department of Education's Disciplinary Code (which categorizes "scholastic dishonesty" as a level 3 offense).

Teachers will be responsible for reviewing the policies and definitions in this document, as they pertain to their specific disciplines and courses, with their students. Teachers also have the responsibility to notify the student, dean, and parent in a timely manner in the event that academic dishonesty is suspected.

Behaviors, Definitions and Penalties:

These penalties apply to both students who directly commit them, as well as students who willingly collaborate with the cheaters (such as letting the suspected students copy their work, or providing answers/questions to tests, etc).

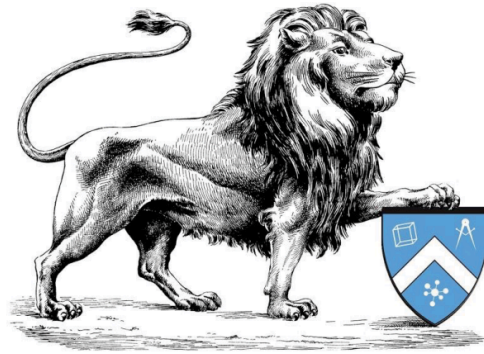
NB: These penalties apply to both students who directly benefit from the act of plagiarism or cheating , as well as students who willingly collaborate with the cheaters (such as letting the suspected students copy their work, or providing answers/questions to tests, etc).

Cheating

Definition: Cheating consists of copying the work of another student; using materials that were not authorized by the teacher; collaborating with another student in a manner not authorized by the teacher; knowingly using, buying, selling, stealing, transporting, soliciting, in part or in whole, the contents of an administered assessment; bribing another person to obtain the assessment; securing or providing the

³ As per former Latin teacher, Dan Attridge

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copies of the assessment, scoring device, or answers to the assessment in advance of the administration; posting the answers to the assessment to the internet; electronically sharing the questions or answers; using or potentially using an unauthorized electronic device during the test administration; bullying or coercing another student into sharing information about the assessment.⁴

Penalties:

On an In-Class or Take-Home Exam or Quiz

1st Offense:

1. Exam or quiz is invalidated (receives a grade of 0).
2. Student is given either make-up work or a chance to retake a different version of the exam for a maximum grade of 65.
3. Parent is contacted and the incident is flagged in Jupiter with a negative academic code
4. Dean + Counselor are notified

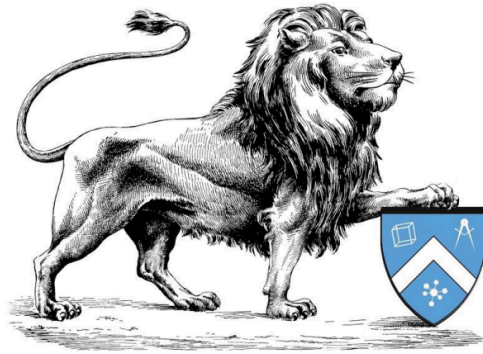
2nd Offense:

1. Exam or quiz is invalidated (receives a grade of 0).
2. Dean + Counselor holds a pre-suspension hearing with parents and student and the incident is flagged in Jupiter with a negative academic code
3. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
4. Student may be subject to disciplinary consequences as detailed in the NYC Disciplinary code. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.

Subsequent Offenses:

⁴ New York City Department of Education Citywide Standards of Intervention and Discipline Measures (Infraction B-32)

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1. Exam or quiz is invalidated (receives a grade of 0).
2. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
3. Student may be subject to suspension and/or other disciplinary consequences as detailed in the NYC Disciplinary code, including a Principal's or Superintendent's suspension. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.

On A Midterm or Final

1st Offense:

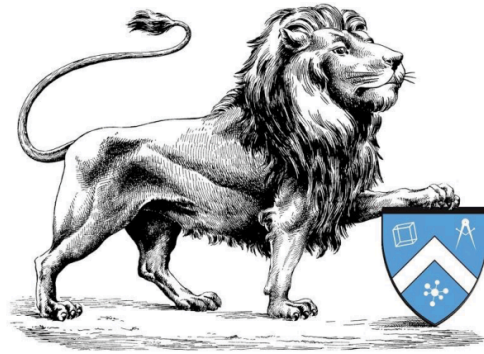
1. Midterm or Final is invalidated (receives a grade of 0).
2. Dean + Counselor holds a pre-suspension hearing with parents and student and the incident is flagged in the school's student information system with a negative academic code
3. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
4. Student may be subject to disciplinary consequences as detailed in the NYC Disciplinary code. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.

On a Standardized Test, such as a Regents, SAT, or AP Exam

1st Offense

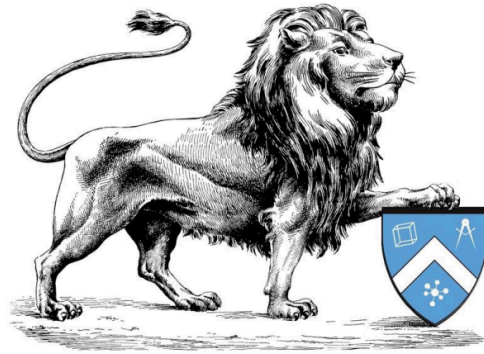
1. Exam is invalidated (receives a grade of 0).

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2. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
3. Student may be subject to suspension and/or other disciplinary consequences as detailed in the NYC Disciplinary code, including a Principal's or Superintendent's suspension. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.
4. State is notified

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Plagiarism

Definition: Plagiarism is intellectual theft, that is using someone else's intellectual ideas or work as your own. It manifests in a variety of ways, including: submitting another person's work as your own; the invention of false source material; the appropriation of other's ideas—intentionally or unintentionally—without proper attribution; failure to quote or phrase source material accurately; 'mosaic plagiarism,' or cutting and pasting from various sources, documents, and webpages; unequal or undocumented collaboration; submission of papers written by others and downloaded from the internet (paid and unpaid); and the submission of papers previously submitted to other courses (without the permission of both instructors).⁵

Penalties

On a Homework Assignment

1st Offense

1. Homework is invalidated (receives a grade of 0). Student is not given an opportunity to make up the work.
2. Parent is contacted and the incident is flagged in Jupiter with a negative academic code

2nd Offense

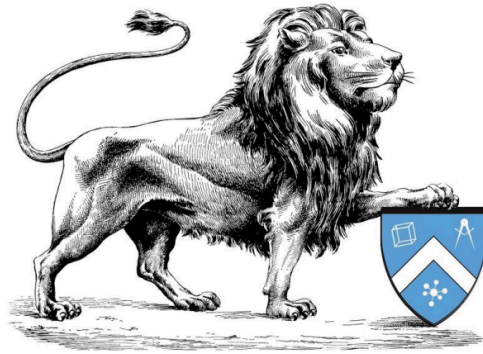
1. Homework is invalidated (receives a grade of 0). Student is not given an opportunity to make up the work.
2. Parent is contacted and the incident is flagged in Jupiter with a negative academic code
3. Dean + Counselor is contacted

Subsequent Offenses

1. Homework is invalidated (receives a grade of 0). Student is not given an opportunity to make up the work.

⁵ Adapted from "Plagiarism and Academic Integrity at Barnard, First-Year Experience"

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2. Dean + Counselor holds a pre-suspension hearing with parents and student and the incident is flagged in the school's student information system with a negative academic code
3. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
4. Student may be subject to suspension and/or other disciplinary consequences as detailed in the NYC Disciplinary code, including a Principal's or Superintendent's suspension. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.

On a Paper, Essay, Research Project or Report

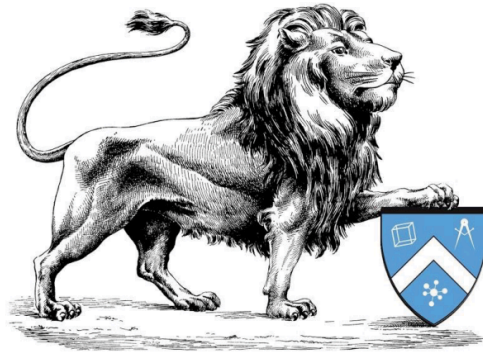
1st Offense

1. Paper, essay, report or project is invalidated (receives a grade of 0).
2. Student is given either make-up work or a chance to rewrite the paper for a maximum grade of 65.
3. Parent is contacted and the incident is flagged in the school's student information system with a negative academic code
4. Dean is notified

2nd Offense

1. Paper, essay, report or project is invalidated (receives a grade of 0).
2. Dean holds a pre-suspension hearing with parents and student and the incident is flagged in the school's student information system with a negative academic code
3. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
4. Student may be subject to disciplinary consequences as detailed in the NYC Disciplinary code. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.

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Subsequent Offenses

1. Paper, essay, report or project is invalidated (receives a grade of 0).
2. Student may be restricted from activities that are contingent on academic honesty and/or a clean disciplinary record. Examples include: participation in senior activities, access to Columbia University classes, participation in sports, etc.
3. Student may be subject to suspension and/or other disciplinary consequences as detailed in the NYC Disciplinary code, including a Principal's or Superintendent's suspension. Suspensions and other serious violations of the NYC Discipline Code become part of the student's academic record and, as such, are subject to reporting as part of the student's record to programs, scholarships, colleges, etc. who request the student record as part of the application process.

Improper use of Artificial Intelligence (AI)

Improper Use of AI Definition:

- Improper use of artificial intelligence (AI) for assignments is considered a violation of academic integrity. This includes, but is not limited to, utilizing AI tools or services to generate or complete assignments without proper attribution or acknowledgment, submitting work produced by AI as one's own, and employing AI in a manner that undermines the principles of individual effort and learning.

Penalties

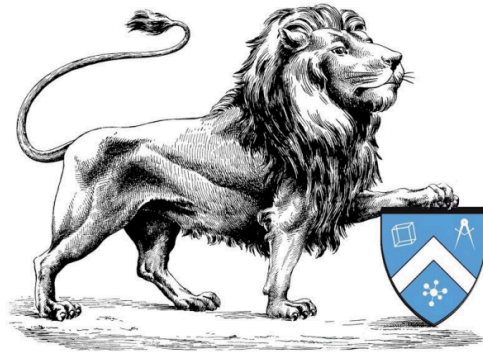
On an Assignment or Homework Task

1st Offense:

1. The assignment or homework task is invalidated (receives a grade of 0).
2. The student is not given an opportunity to make up the work.
3. Parents are contacted, and the incident is documented in the academic records.
4. The incident is flagged in the school's student information system with a negative academic code.

Second Offense:

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1. The assignment or homework task is invalidated (receives a grade of 0).
2. The student is not given an opportunity to make up the work.
3. Parents are contacted, and the incident is documented in the academic records.
4. The incident is flagged in the school's student information system with a negative academic code.
5. The Dean is notified.

Subsequent Offenses:

1. The assignment or homework task is invalidated (receives a grade of 0).
2. A pre-suspension hearing is conducted with parents and the student by the Dean.
3. The incident is flagged in the school's student information system with a negative academic code.
4. The student may be restricted from activities contingent on academic honesty and/or a clean disciplinary record (e.g., participation in senior activities, access to specific classes, sports participation).
5. The student may face suspension and/or other disciplinary consequences as detailed in the school's disciplinary code, following the guidelines of the NYC Discipline Code.
6. Serious violations, including suspensions, become part of the student's academic record, subject to reporting to programs, scholarships, colleges, etc., during the application process.

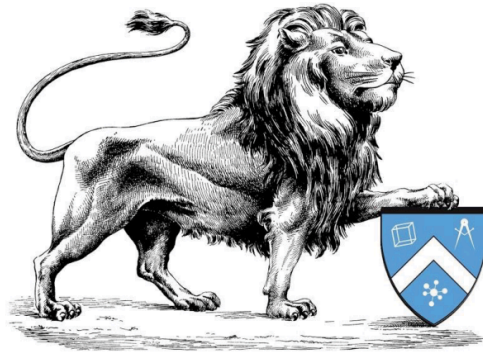
On a Paper, Essay, Research Project, or Report

First Offense:

1. The paper, essay, report, or project is invalidated (receives a grade of 0).
2. The student is given either make-up work or a chance to rewrite the assignment for a maximum grade of 75. **Any assignment must be made up at a designated time in school in the presence of a teacher.**
3. Parents are contacted, and the incident is documented in the academic records.
4. The incident is flagged in the school's student information system with a negative academic code.
5. The Dean is notified.

Second Offense:

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1. The paper, essay, report, or project is invalidated (receives a grade of 0).
2. A pre-suspension hearing is conducted with parents and the student by the Dean.
3. The incident is flagged in the school's student information system with a negative academic code.
4. The student may be restricted from activities contingent on academic honesty and/or a clean disciplinary record.
5. The student may face disciplinary consequences as detailed in the school's disciplinary code, following the guidelines of the NYC Discipline Code.
6. Serious violations, including suspensions, become part of the student's academic record, subject to reporting to programs, scholarships, colleges, etc., during the application process.

Subsequent Offenses:

1. The paper, essay, report, or project is invalidated (receives a grade of 0).
2. The student may be restricted from activities contingent on academic honesty and/or a clean disciplinary record.
3. The student may face suspension and/or other disciplinary consequences as detailed in the school's disciplinary code, including a Principal's or Superintendent's suspension.
4. Serious violations become part of the student's academic record, subject to reporting to programs, scholarships, colleges, etc., during the application process.

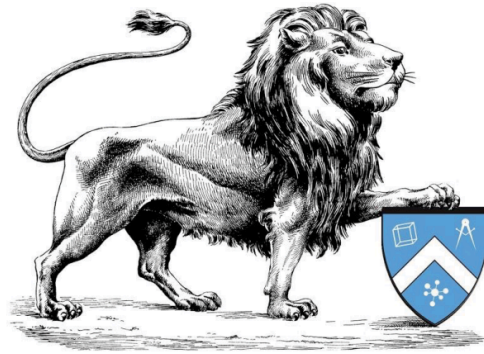
Freeriding During Group Work

Definition: Many classes require collaborative group work and projects. Teammates are expected to contribute to these projects equally, according to the tasks assigned by the group and their teammates. Failure to do so, or claiming to be a member of a team to which a student did not contribute will be considered academic dishonesty and treated as such.

Penalties:

If freeriding is identified by the teacher, the student's grade may be reduced, or another penalty may be assessed, according to the teacher's guidelines for the paper or project.

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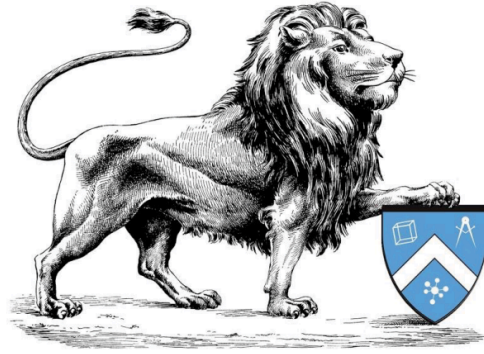


Appendix B

Avoid getting others sick Your child should follow these precautions when home sick and for the next five days after they return to school, work, and other activities, as they still may be contagious.

1. Wear a well-fitting mask that covers both the nose and mouth whenever around other people.
2. Continue to keep a distance from others, especially those at higher risk of serious illness. This includes people age 65 and older, people who have a weakened immune system, and people with underlying health conditions that increase the risk of serious illness.
3. When indoors and around others, take steps to improve ventilation if possible, such as opening windows and using an exhaust fan.
4. Practice good hygiene by covering coughs and sneezes, washing hands often, using hand sanitizer, and cleaning frequently touched surfaces.
5. If your child develops a fever or starts to feel worse after they have gone back to normal activities, they should stay home and away from others again until, for at least 24 hours, their symptoms are improving overall and they have not had a fever (and are not taking fever-reducing medicine). Then take the above additional precautions for the next 5 days.

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Declaration and Contract

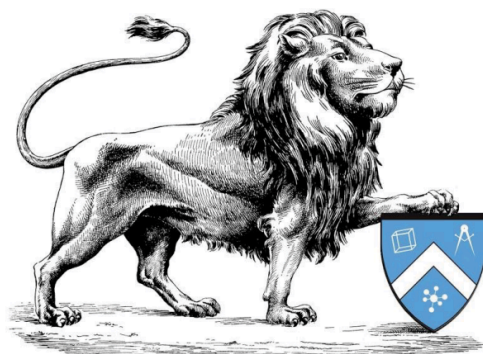
I have read and understand the Academic Integrity Policy of the Columbia Secondary School.

Student Signature

Date

Student Name (Print)

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Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Appendix A